

## MINIMUM REQUIREMENTS FOR THE CONVEYANCE AND TRANSFER OF REAL ESTATE IN MEIGS COUNTY, OHIO

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*THIS DOCUMENT, PURSUANT TO OHIO REVISED CODE 319.203, SERVES TO SATISFY LAW STATING THAT THE COUNTY AUDITOR AND THE COUNTY ENGINEER, BY WRITTEN AGREEMENT, MUST ADOPT STANDARDS GOVERNING THE CONVEYANCES OF REAL PROPERTY.*

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The following Requirements, which are a revision and expansion of the requirements adopted on October 23, 1997, are now established in conjunction with the Meigs County Engineer and the Meigs County Auditor as prescribed by Ohio Revised Code Section 319.203, and shall become effective on July 1, 2025. The requirements adopted October 23, 1997, are hereby rescinded.

In accordance with ORC 317.22, no deed of absolute conveyance of land or any conveyance of minerals or mineral rights *or any portion thereof* shall be recorded by the County Recorder until it has been presented to the County Auditor and indorsed "Transferred" or "Transfer Not Necessary". *No Recorder shall record a document if the indorsement is defaced, illegible, or incomplete.* The Meigs County Auditor and/or Meigs County Engineer holds right to reject any conveyance of which is not in compliance with the standards adopted within this document and with the Ohio Revised Code (ORC) and Ohio Administrative Code (OAC).

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*ALL INSTRUMENTS ARE TO BE SUBMITTED TO THE COUNTY ENGINEER'S TAX MAP OFFICE AND THE COUNTY AUDITOR'S OFFICE, PRIOR TO CONVEYANCE, FOR REVIEW AND COMMENT/APPROVAL. ONCE ALL REVIEWS ARE COMPLETE, INSTRUMENTS WILL BE STAMPED IN ACCORDANCE WITH THIS DOCUMENT FOR FINAL CONVEYANCE AND/OR RECORDING.*

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### **PART 1. MINIMUM REQUIREMENTS FOR ALL INSTRUMENTS OF CONVEYANCE IN MEIGS COUNTY**

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. Descriptions/plats submitted shall conform to the requirements as set forth in Sections 315.251 and 319.203 of the Ohio Revised Code, and Chapter 4733-37 of the Ohio Administrative Code, in addition to the following requirements.

- A. The preamble of all descriptions shall state the State, County, Township, Section Number, Fraction Number or Ohio Company Purchase Lot Number, Township and Range Numbers, Subdivision Name, Corporation, or Village.
- B. If the description is within a recorded subdivision, the reference data for the plat is required. (Volume and Page or Plat Cabinet and Envelope Number), along with the full name for the recorded subdivision.
- C. The deed, for each tract being conveyed, shall state the Volume and Page Number of the last preceding recorded instrument transfer(s) by which the grantor claims title, as required by ORC 319.20.
- D. Document of transfer shall include the complete tax mailing address of the grantee, as required by ORC 319.20. Names of grantee(s) and grantor(s) shall be in **bold**.

- E. The document of transfer shall include the County Auditor's Parcel Number(s) of each parcel or lot being transferred at the conclusion of each tract, when possible. Listing all parcel numbers at the end of the document may cause documents to be rejected for transfer. When a parcel is being split for transfer, the parent parcel number that the split is coming from should be used. It should be listed as "Being Part of Auditor's Parcel Number" and then list the parent tract number.
- F. Split sheet/Acreage change form must be included with the instrument of conveyance at the time of transfer when a parcel is being divided or resurveyed, resulting in acreage change.
- G. Multi-parcel transfers on a single instrument of transfer will only be accepted if the Grantee(s) are identical and Grantor(s) are identical for all described properties.
- H. No document(s) will be transferred unless accompanied by a properly completed DTE 100 or DTE 100EX conveyance form. All forms must be typed (preferred) or legibly printed.
- I. All documents submitted for final approval must be original, hard copies. The document of transfer must have original signature of grantor or affiant. In most cases, a copy of a court order will be accepted. Such copy must bear the signature of the Judge, and shown on its face that it has been filed with the Clerk of Courts, and be a certified copy from the Clerk of Courts.
- J. Previously recorded documents shall not be used as a new instrument of conveyance. Likewise, previously recorded deeds (or photostatic copies of recorded deeds) will not be permitted as exhibits to transfer property.
- K. All corrective instruments of conveyance must explain the purpose of the deed as to what is being corrected.

***PART 2. INSTRUMENTS TO BE REVIEWED:***

- A. All existing descriptions of record.
- B. All new descriptions, including:
  - i. New survey plats
  - ii. Creation or extensions of streets, alleys, or roads
  - iii. Subdivisions and annexation descriptions.

***PART 3. SUFFICIENCY OF DESCRIPTION:***

The description of land must be sufficient to allow the County Auditor's Office and County Engineer's Tax Map Office to identify the land that is being transferred. Legal descriptions should be typed and legible and should not contain handwritten corrections or additions. Any corrections or additions should be handled in type. If a legal description is retyped (or reformatted) after pre-approval, an additional review will be required, which may cause substantial delay. The County Auditor and/or Engineer's Tax Map Office may reject any document of transfer if, at their discretion, the document or attachments are determined to be illegible.

**PART 4. INSTRUMENTS ARE TO BE SUBMITTED IN THE FOLLOWING MANNER:**

- A. All instruments must be submitted for pre-approval to the County Engineer's Tax Map Office a minimum of five (5) working days prior to the transfer to allow time for any necessary corrections. Instruments must be a copy of the actual complete instrument to be recorded and will be examined/checked for correctness and accuracy by the County Engineer's Tax Map Office. *Note: Electronic pre-approval documents are encouraged to facilitate intra-office communication during review process.*
- B. Upon completion of review by the County Engineer's Tax Map Office, instruments will be presented to the County Auditor's office by Tax Map officials for their subsequent review. If errors or omissions are noted by either office, feedback will be presented back to the scrivener for corrections and final preparation of the instrument for conveyance.
- C. After all necessary revisions are made and instruments are ready for recording, three (3) original, hard copies of any new survey plat/description shall be delivered to the Meigs County Engineer's Tax Map Office for stamping. In addition, the final copy of the instrument should be presented to the Meigs County Auditor's Office. It is NOT the responsibility of Meigs County officials to circulate final documents. The owner or owner's representative is responsible for obtaining final stamps and/or approvals for conveyance and recording.

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ALL EXISTING DEED DESCRIPTIONS ARE TO BE SUBMITTED TO THE COUNTY ENGINEER'S TAX MAP OFFICE FOR PRE-APPROVAL PRIOR TO CONVEYANCE. THE COUNTY ENGINEER'S TAX MAP OFFICE WILL REVIEW EACH PARCEL'S DESCRIPTION, BASED ON THE POLICY SET FORTH BELOW IN PART 5, AND STAMP APPROPRIATELY IN ACCORDANCE WITH PART 7 OF THIS DOCUMENT.

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**PART 5. ITEMS EXAMINED WHEN REVIEWING EXISTING DESCRIPTIONS INCLUDE, BUT ARE NOT LIMITED TO:**

- A. The preamble of all descriptions shall state the State, County, Township, Section Number, Fraction Number or Ohio Company Purchase Lot Number, Township and Range Numbers, Subdivision Name, Corporation, or Village.
- B. All property lines must have a bearing and distance; curves be adequately defined.
- C. The area of the parcel must be stated. If a parcel is divided by a section line, fraction line, Ohio Company Purchase lot line, subdivision line, or a corporation line, the area in each part must be stated.
- D. The subdivision name and location of the recorded plat must be stated on deeds conveying lots in a recorded subdivision.
- E. Existing metes and bounds descriptions with obvious misclosure errors.
- F. Reservations and exceptions must be included and meet the following criteria:

- i. The description of an excepted area shall be fully described and/or referenced by the acreage/recorded volume and page of the original deed by which it was first conveyed.
  - ii. No more than four (4) exceptions per tract will be approved. After the fourth (4<sup>th</sup>) exception, the parent tract must be resurveyed.
  - iii. Exceptions shall be added at the conclusion of each parent tract from which they are excepted. If the exception is out of more than one parent tract, the exception description shall follow the last described parent tract and the tract numbers shall be identified in the exception statement.
  - iv. A new parcel cannot be created by means of a reservation or exception where the following apply to the instrument:
    - a. The deed conveys an area that excepts out a newly surveyed tract without this exception being described as such on a prior recorded deed.
    - b. The deed excepts out areas not described as out-conveyances or exceptions on prior deeds.
  - v. Exception descriptions must meet current transfer requirements. If an exception is deemed inaccurate, the parent parcel shall be resurveyed for future transfers.
- G. Vague terms and general directions such as "with the meandering of a stream", "along a road", "to the face of a cliff", "in an easterly direction", or "North/South/East/West" are not acceptable. Likewise, the use of general areas for a description of property, such as "all the land between the northern boundary and the road" are not acceptable and will require the tract to be resurveyed prior to the next transfer.
- H. Descriptions utilizing rods and chains as methods of measurement AND using the vague terms and general directions as noted above, shall be deemed insufficient and shall be resurveyed for future transfers.
- I. Lots located within **un-platted** subdivisions will require parcels to be surveyed prior to next transfer. Lots located within **platted** subdivisions will only require survey prior to next transfer if description refers to a 'part' of the lot (i.e. "West half of Lot 146"). Full lots being transferred within a platted subdivision will not require resurvey.
- J. Descriptions using aliquot parts (i.e. "northeast quarter of the northeast quarter section", "north half of the quarter section") will not be accepted and will require the tract(s) to be resurveyed prior to future transfers.

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ALL **NEW** DESCRIPTIONS (INCLUDING, NEW SURVEY PLATS, THE CREATION OR EXTENSIONS OF STREETS, ALLEYS, OR ROADS, OR SUBDIVISIONS AND ANNEXATION DESCRIPTIONS) ARE TO BE SUBMITTED TO THE COUNTY TAX MAP OFFICE FOR PRE-APPROVAL PRIOR TO CONVEYANCE AND/OR RECORDING.

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**PART 6. NEW DESCRIPTIONS ARE REVIEWED IN ACCORDANCE WITH THE FOLLOWING GUIDELINES, IN ADDITION TO THE ABOVE REQUIREMENTS FOR EXISTING DESCRIPTIONS:**

- A. When a parcel is divided into two or more parcels or created by combining existing tracts, a survey is required. The survey shall be performed by a registered surveyor in the State of Ohio.
  - i. Surveys that are to be approved must be a scale drawing and not reduced. Email copies are **not** accepted for final approval, but **are** accepted for pre-approval review.
  - ii. A legible legal-size plat of the survey shall be recorded with the deed for parcels with inadequate descriptions, parcels requiring splits, or those combining existing tracts. If it is not feasible to attach a legible copy due to the scale of the original plat, it should be noted on the deed description or survey plat that a larger, more legible copy is available in the Map Office's records with the following statement:

***"Reduced copy, not to scale. A larger copy is available in the Meigs County Engineer's Tax Map Office."***

The larger plat size shall be ANSI B (11"x17"), Arch C (18"x24") or Arch D (24"x36") in size.

- B. When a parcel is created overlapping a Section Line, Fraction Lot Line, Village Line, Township Line, or Subdivision Lot Line, the acreage for each area must be stated in both, the plat and the legal description.
- C. Survey description captions shall reflect whether a survey is a "resurvey of the lands" or "part of the lands" to differentiate between a split and a resurvey.
- D. When a parcel is created from two or more existing parcels, the acreage from each parent tract must be stated.
- E. New surveys shall include the adjoining property owners' names and deed references on the plat and in the written description.
- F. Surveys within a recorded subdivision must state the name of the subdivision, the location of recorded plat, lot numbers and area in each lot, and they must depict the lot lines on the survey plat.
- G. All property lines must have a bearing and distance; curves (radius, curve to right or left, and length of the curve) must be adequately defined.
- H. After fourth (4<sup>th</sup>) exception, the remainder of the parent tract shall be resurveyed.

- I. Any boundary line agreements will have the agreed boundary line as a surveyed line. Said agreements must be a separately recorded document prior to being incorporated into a new deed.
- J. Any new survey plats shall include the Engineering Parcel Numbers as "EPN: *[Book-Page-Parcel]*" for the parent tract. EPN shall be as designated by the County Engineer's Tax Map Office.
- K. There will be no tracts of land created, either from a new survey or remainder tracts after splits, that do not meet at least one of the following requirements:
  - i. The tract has a frontage on a public road that is minimum 50 feet wide, with the width of the tract being no less than 50 feet along its entire length.
  - ii. The tract has an easement for ingress/egress recorded at the time of conveyance or recorded previously, that is minimum 50 feet wide along its entire length. Any prior recorded easements that meet this requirement should be referenced on the survey plat and description.
  - iii. The new split is to be conveyed to an adjoining landowner and can be accessed by the new owner through a tract that meets one of the above requirements.
- L. Rights-of-way for ingress and egress to new splits that are 'land-locked' will be checked for adequate access per (K)(ii). Centerline surveys shall be provided for such new rights-of-way to 'land-locked' parcels.
- M. New subdivisions must meet all (A) thru (J) above, and must be drawn on reproducible film sheet size 24" x 36". Two (2) copies on reproducible film must be submitted.
- N. When a property owner wishes to consolidate existing parcels of land and/or additional land to an existing parcel of land, the following procedure shall take place:
  - i. Parcel owner shall acquire all parcels that will make up the combined parcel. New legal descriptions may be required unless valid legal descriptions exist.
  - ii. Parcel owner shall then, in a separate duly recorded deed, convey to themselves all of the existing legal descriptions involved in the parcel combination followed by the phrase "now known as", and the new combined legal description. All subsequent transfers shall convey only the new combined legal description.
  - iii. Parcel owner may then re-split the newly combined parcel as they choose. Newly created parcels shall comply with applicable zoning and subdivision regulations.
- O. Parcels will not be combined across Section, Fraction, or Lot lines of the Ohio Company Purchase.
- P. Metric units of measurement will be permitted, but must be accompanied by English Units.

SURVEYS AND DESCRIPTIONS, HAVING BEEN REVIEWED BY THE COUNTY ENGINEER'S TAX MAP OFFICE WILL BE STAMPED AS EITHER "DESCRIPTION INADEQUATE - SURVEY REQUIRED FOR FUTURE TRANSFER" OR "DESCRIPTION ADEQUATE - APPROVED BY TAX MAP OFFICE".

**PART 7. CONDITIONS FOR APPROVAL STAMPS ARE LISTED BELOW:**

- A. *"Description Inadequate - Survey Required for Future Transfer" – Red Stamp*
  - i. Descriptions not meeting current requirements set forth in these standards (see Part 5)
  - ii. Descriptions of parcels not having contiguous boundaries, with the exception of those having a road being the dividing feature.
  - iii. A Point of Beginning (POB) is unable to be located or is a poor Point of Beginning reference. Point of beginning references shall be in accordance with Ohio Administrative Code 4733-37-05(C)(3).
  - iv. Descriptions unable to be platted due to ambiguities.
- B. *"Description Adequate - Approved by Tax Map Office" – Blue Stamp*
  - i. Descriptions that do meet current requirements.
- C. Additional guidance on Inadequate Descriptions:
  - i. The 'Description Inadequate – Survey for Future Transfer' stamp placed on description will not prevent an instrument of conveyance from being transferred by the Meigs County Auditor for the immediate transfer after review; however, subsequent conveyances of the tract(s) shall be prevented until a survey is performed.
  - ii. The following are exceptions to the 'Red-Stamp':
    - a) Instruments conveying property by court order, foreclosure, sheriff's sale, etc., will not be required to have a new survey at the time of transfer even if the description was 'red-stamped' on a prior deed, provided that the description has not been changed from the previous deed. A new survey will be required before the next transfer, if the property is transferring outside the immediate family.
    - b) Descriptions transferring within an immediate family will transfer with a red stamp, even if the prior description was red-stamped. Immediate family includes: spouse, parent(s), or children. (In the event that less than 100% interest in the property is being conveyed outside the immediate family, the transfer will not be treated as a transfer within the immediate family and the new survey requirement will apply.) Please notify the Meigs County Engineer's Tax Map Department if a document being presented constitutes a transfer within the immediate family. You may be asked to complete a document stating the family relationship. (Please note that a transfer to an LLC, partnership, corporation, trust or other legal entity will not be considered a transfer within the immediate family.)
    - c) Transfer-on-death designation affidavits will not require a new survey to be performed at time of transfer, even if the prior description was 'red-stamped'.

**Part 8. MISCELLANEOUS PROVISIONS:**

- A. These requirements apply to all individuals, government agencies, municipalities, etc.
- B. The County Auditor and/or Map office reserves the right to reject any document of transfer if the document(s) (or its attachments) are determined to be illegible.
- C. LAND CONTRACTS: Land contracts will be reviewed for compliance with these minimum requirements and stamped appropriately.
- D. The Meigs County Tax Map Office will not review/approve conveyance of minerals or mineral rights.
- E. The Meigs County Auditor and/or Meigs County Engineer and their offices do not insure clear title to real property or mineral interests, and bear no liability for any title issues that the reviewed descriptions and documents may cause.
- F. It should be understood that not all situations could be covered by these standards and requirements. When these situations arise, they will be addressed on a case-by-case basis.
- G. All instruments or documents presented shall be prepared in accordance with requirements set forth in Ohio Revised Code 317.114.
- H. **Public right-of-way vacation in subdivisions outside village corporation limits**  
After required viewings and hearings, a conditional decision on the intent to vacate may be made by the Board of Commissioners. If the intent is to vacate, it is the responsibility of the requesting individual(s) to procure the services of a Professional Surveyor to provide the necessary boundary survey and descriptions, reflecting all new parcels created as a result of the vacation request. Upon receipt of approved boundary survey and descriptions, appropriate conveyance documents will be prepared to complete the process.

The minimum requirements for instruments of conveyance may be revised by the Meigs County Auditor and the Meigs County Engineer after two public meetings, pursuant to ORC 319.203.

APPROVED:

  
EUGENE TRIPLETT, P.E., P.S.  
Meigs County Engineer

  
MARY T. BYER-HILL  
Meigs County Auditor

DATED: 5-26-2025