

**THE FOLLOWING IS A SUMMARY OF THE**  
**MINIMUM REQUIREMENTS**  
**FOR ALL SURVEYS AND INSTRUMENTS OF CONVEYANCE**  
**IN HOCKING COUNTY, OHIO**

**AS THEY APPLY TO INSTRUMENTS OF CONVEYANCE**

Effective Date: **04-01-2014**

**YELLOW HIGHLIGHTS SHOW CHANGES FROM THE PRIOR REQUIREMENTS**

**UNDERLINED RED ITALIC TEXT IS NOT A PART OF THE STANDARDS**  
**AND IS ONLY A BRIEF EXPLANATION OF SOME OF THE CHANGES.**

**THERE WERE TWO PUBLIC MEETINGS HELD (MARCH 11<sup>th</sup> AND 26<sup>th</sup> 2014) TO DISCUSS PENDING REVISIONS TO THE OCTOBER 2, 1996 REQUIREMENTS. THE FOLLOWING HIGHLIGHTED PORTIONS REPRESENT CHANGES WHICH CAME OUT OF THOSE MEETINGS AND SUBSEQUENT DISCUSSIONS. A COMPLETE COPY OF THE SIGNED ORIGINAL OF THESE REVISED REQUIREMENTS CAN BE OBTAINED BY CONTACTING THE HOCKING COUNTY MAPPING AND DRAFTING DEPARTMENT. ALL REQUIREMENTS MENTIONED HERE WILL BE ENFORCED BY THE HOCKING COUNTY MAPPING AND DRAFTING DEPARTMENT, AND AUDITORS OFFICE. ANY DISPUTE CONCERNING ANY OF THESE REQUIREMENTS WILL BE DECIDED BY EITHER THE HOCKING COUNTY ENGINEER OR HOCKING COUNTY AUDITOR AS THEY APPLY.**

**MINIMUM REQUIREMENTS**  
**FOR ALL SURVEYS AND INSTRUMENTS OF CONVEYANCE**  
**IN HOCKING COUNTY, OHIO**

The following requirements are a revision of the requirements dated July 1, 1977, January 1, 1989, (previously rescinded) and October 2, 1996, which are hereby rescinded.

The following Requirements are now adopted and established in conjunction with the Hocking County Engineer and the Hocking County Auditor effective on this date: 04-01-2014.

**ALL SURVEYS AND INSTRUMENTS OF CONVEYANCE MUST BE SUBMITTED TO THE HOCKING COUNTY MAPPING AND DRAFTING DEPARTMENT BEFORE FILING, CONVEYANCE AND/OR RECORDING, INCLUDING BUT NOT LIMITED TO THE FOLLOWING:**

Instruments containing new and existing descriptions of record, new surveys, new subdivisions, subdivision vacations, road, street and alley vacations, annexations and land contracts. This inspection is for accuracy of information and compliance with all City, County and State regulations. Exempted from this are mineral rights, easements, mortgages and leases.

**INSTRUMENTS OF CONVEYANCE SUBMITTED WILL BE SUBJECT TO THE FOLLOWING TRANSFER PROCEDURES:**

A: Pre-approval of any Instrument of Conveyance is recommended. This can be done by fax or e-mail and requires submission of the entire document as it is intended to be transferred. Document will be faxed or e-mailed back with either marked changes needed or our "Preliminary Approval" stamp. Submission of the original document for transfer, along with faxed or e-mailed copy with our "Preliminary Approval" stamp is required.

**PRE-APPROVAL OF ANY DOCUMENT BY THIS OFFICE IS TO CHECK FOR ACCURACY OF THE ACTUAL DOCUMENT PRIOR TO BEING TRANSFERRED. IT IS NOT INTENDED FOR US TO FILL-IN-THE-BLANK MISSING INFORMATION. WE WILL BE GLAD TO HELP WITH MISSING INFORMATION WHEN WE SEE AN EFFORT HAS BEEN MADE. DOCUMENTS WITH EXCESSIVE MISSING INFORMATION MAY BE RETURNED FOR CORRECTION WITHOUT BEING MARKED. SUBMITTING A COPY OF A DOCUMENT WITH OUR PRELIMINARY APPROVAL STAMP, AT THE TIME OF TRANSFER IS RECOMMENDED AND WILL SPEED UP THE TRANSFER PROCESS.**

B: Should the deed description be acceptable it will be stamped "Approved for Transfer by the Hocking County Engineer's Office".

C: Should the deed description be a transfer of an existing description which is in error and does not meet the Hocking County minimum survey standards for boundary surveys, it will be stamped "Error(s) in Description" with a brief explanation of the error and "Approved for Transfer by the Hocking County Engineer's Office". Deeds and Land Contracts containing any errors will not be approved for transfer and will be returned for correction.  
**WE WILL NOT MAKE EVEN MINOR CHANGES TO ANY DOCUMENT SUBMITTED FOR TRANSFER.**

D: Should the deed description include a new division of property, which is in error or does not comply with the Hocking County minimum survey standards for boundary surveys and all applicable County and City Planning, Health Department and Zoning requirements, it will be returned and will not be permitted to transfer.

**REQUIREMENTS FOR TRANSFERRING NEW AND EXISTING DEED DESCRIPTIONS:**

1. The preamble or body of text of all descriptions shall state the following: State, County, Township name, township and range numbers, section number, lot number, subdivision name, quarter section and corporation or village, as applicable.  
**DUPLICATION OF THIS INFORMATION IS NOT NECESSARY. IT SHOULD BE IN THE PREAMBLE OR BODY OF THE TEXT. IT IS NOT REQUIRED IN BOTH LOCATIONS.**

2. Lots in platted areas, which are shown on plats in the office of the County Recorder shall be described by lot number, name of addition or subdivision and with reference to a plat book or cabinet, and page or slide number.

3. Description(s) presented for transfer that differ in context from the prior recorded description(s) will not be accepted for transfer. Description(s) with exceptions to the parent tract are permitted. Exceptions may be described by simply stating the prior instrument of record and acreage.

4. Changes from the previous description that involves scrivener errors, omissions or other obvious mistakes that were found to be correct on a survey of record or an earlier deed of record, are required in order for the description to be more accurately described.

**THIS APPLIES TO ANY DOCUMENT INSPECTED BY THE HOCKING COUNTY MAPPING AND DRAFTING DEPARTMENT REGARDLESS OF THE AGE OF THE PRIOR DOCUMENT OR THE NUMBER OF TIMES THE ERROR(S) HAVE OCCURRED.**

5. Acreage within a vacated subdivision must have a new survey before transferring unless the tract can be described from an earlier recorded description and was previously accepted for transfer.

6. Descriptions such as quarter section (160 Ac.), 1/2 of a quarter (80 Ac.), 1/4 of a 1/4 section (40 Ac.) and fractional lots, all of record, are acceptable descriptions.

7. An affidavit involving real estate that is presented to the Auditor's Office shall have a copy of the property description attached.

8. Each tract being conveyed shall state the prior deed reference(s) and current parcel number(s) at the conclusion of each tract. It must be stated parcel(s) are either "all of" or "part of" said parcel and the acreage of said parcel(s) being transferred.

**PRIOR DEED REFERENCE(S) INCLUDES ANY AND ALL DEEDS OF RECORD WHICH COVER THE GRANTOR'S PROPERTY INTEREST. PARCEL NUMBERS ARE 12 DIGIT NUMBERS AND ALL DIGITS MUST BE SHOWN. THIS INCLUDES LEADING AND TRAILING ZEROES. ACREAGE OR PLATTED LOT NUMBER BEING TRANSFERRED MUST APPEAR AFTER PARCEL NUMBER. TOGETHER THEY SHOULD LOOK SOMETHING LIKE THIS:**

**ALL OF PARCEL 010001110000, BEING 2.25 ACRES OR LOT 21, PRIOR DEED REFERENCE OR123, PAGES 456 AND 789, OR**

**PART OF PARCEL 01-000123.0000 BEING 1.234 ACRES, NEW SURVEY, PRIOR DEED REFERENCE OR234, PAGE 567.**

9. Land contracts will be reviewed and stamped appropriately, and shall be subject to the same requirements as any new transfer.

10. All corrective deeds must state what is being corrected.

11. All conveyances must include the address of the grantee.

12. Any conveyance using an attached legal description must be legible. Fax copies or poor quality originals are not permitted.

**DOCUMENTS HAVE BEEN AND WILL CONTINUE TO BE REFUSED WHICH WE DETERMINE TO BE OF POOR QUALITY.**

13. Witness signatures must specify as to whom; signatures must be legible or include witness' printed or typed name.

NOTE: As of February 1, 2002, two witnesses to signatures are no longer required.

**ADDITIONAL NOTE: RECORDER REQUIRES NOTATION OF WHO DOCUMENT WAS PREPARED BY**

Adopted: 03-31-2014

Effective: 04-01-2014