

MINIMUM REQUIREMENTS
FOR ALL INSTRUMENTS OF CONVEYANCE
IN HOCKING COUNTY, OHIO
Effective Date: 04-01-2014

The following requirements are a revision of the requirements dated July 1, 1977, January 1, 1989, (previously rescinded) and October 2, 1996, which are hereby rescinded.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

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.

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.
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.
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 or lot number of said parcel(s) being transferred.
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.
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.

Signed By: 
William R. Shaw, P.E., P.S.
Hocking County Engineer

Signed By: 
Kenneth R. Wilson
Hocking County Auditor

Adopted: 3-31-2014
Effective: 04-01-2014