

2000

CONVEYANCE STANDARDS

FOR

PIKE COUNTY, OHIO

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Denny T. Salisbury, P.E., P.S., Pike County Engineer

Teddy L. Wheeler, Pike County Auditor

DEED REVIEW AND REAL PROPERTY TRANSFER STANDARDS

Sec. 315.251

Sec. 315.251. (A) If a deed conveying title to real property is presented to the county auditor for transfer, and the deed contains a legal description for land that is a cut-up or split 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, a boundary survey plat in conformity with the new description shall be submitted with the deed. The survey plat and description shall satisfy the minimum standards for boundary surveys promulgated by the board of registration for professional engineers and surveyors pursuant to Chapter 4733. of the Revised Code. If, in the opinion of the county engineer, the survey plat and description satisfy those standards, the county auditor shall accept the deed for transfer and a copy of the survey plat shall be filed in the county engineer's survey file for public inspection.

This section applies only if the requirements of this section are included in the standards governing conveyances of real property in the county adopted under section 319.203 of the Revised Code.

(B) Beginning on the effective date of this amendment, in the counties where the county engineer elects to engage in the private practice of engineering or surveying under division (B) of section 325.14 of the Revised Code the county auditor of that county shall designate another engineer who is registered under Chapter 4733. of the Revised Code and who is employed in the same county engineer's office to perform the duty of the county engineer under division (A) of this section or to exercise or perform any authority or duty of the county engineer under section 319.203 of the Revised Code if the county engineer, reasonably believes that the performance of that duty or exercise of that authority by the county engineer would constitute a violation of Chapter 102. of the Revised Code or any other similar civil or criminal statute. Pursuant to this authorization, the designee engineer shall act in the place of the county engineer. Neither the county engineer nor the designee engineer shall discuss any matter reasonably related to this authorization. Any act in compliance with this section is not a violation of Chapter 102. of the Revised Code or any other similar statute.

Division (B) of this section applies only to a county engineer holding office on the effective date of this amendment during such time as the person continues to serve that term or an immediately consecutive term of office as a county engineer.

Sec. 319.20

Sec. 319.20. After complying with sections 319.202, 315.251, and 319.203 of the Revised Code, and on application and presentation of title, with the affidavits required by law, or the proper order of a court, bearing the last known address of the grantee, or of any one of the grantees named in the title, and a reference to the volume

REQUIREMENTS OF CONVEYANCE BY THE PIKE COUNTY AUDITOR

No transfer will be approved by the County Auditor unless the documents presented meet the following requirements:

- A. A boundary survey is required when any tract, lot, or parcel that is being conveyed is not described in the same manner as the tract, lot, or parcel was described in the immediately preceding conveyance of record. A description and plat of the boundary survey must be submitted to the County Engineer for approval.
- B. A legal description and plat of survey will be required whenever real property to be conveyed is only a part of the Grantor's tract. The documents must be checked and stamped by the Pike County Engineer.
- C. All new descriptions for property within the county will need Planning Commission approval and shall bear a Planning Commission stamp prior to transfer. Only Beaver Village, Piketon Village and Waverly City are exempt from this. They will continue to stamp their own surveys rather than the County Planning Commission.
- D. All new descriptions for splits of property under 5 acres in size will need Board of Health approval and shall bear a Board of Health stamp prior to transfer.
- E. All legal descriptions for new tracts or parcels that are split off an existing tract or parcel shall indicate from which tract or parcel of the existing deed the new tract or parcel is being taken. The legal description for the new tracts or parcels shall also indicate the Auditor's parcel number of the existing tract or parcel from which the new tract or parcel is being taken.
- F. The deed of transfer must have the original signature of the grantor. The Recorder's Office will determine prior to transferring the document if it can be scanned or microphotographed in their office.
- G. All "Deeds of Correction" shall explain the corrective action being taken in the deed.
- H. All documents transferring real estate must reference the volume and page of the prior recorded instrument.
- I. No instrument containing a new parcel split will be transferred unless accompanied by a completed "Proposed Division of Valuation On Split of Acreage, Pike County, Ohio" as required by the County Auditor, (see form attached hereto). Both the Grantor and Grantee must sign the form. No Representative will be allowed to sign the form for them.
- J. All instruments of conveyance accompanied by a registered survey which states a difference in acreage from the acreage shown on the auditor's tax duplicate shall state if it is the intent of the instrument to convey all the property owned by the grantor.
- K. All documents to be conveyed must have the original signatures, seals and stamps from the appropriate entities.
- L. Where a tract or parcel is located in more than one township, the total area in each township shall be designated to the best estimation.
- M. A completed DTE Form 100 or DTE Form 100 (EX), as appropriate, shall be provided to the Pike County Auditor for each transfer of real estate, (see forms attached hereto).
- N. All Land Contracts must be presented to the Auditor's office prior to being recorded. They shall be stamped "Transfer Not Necessary" by the Auditor's Office.
- O. Parcel numbers of property being transferred must appear on deeds and attachments thereto.