


# WAYNE COUNTY, OHIO

## TAX MAP OFFICE POLICIES & PROCEDURES



SCOTT A. MILLER, P.E., P.S.  
WAYNE COUNTY ENGINEER



STACY M. PEPPARD  
WAYNE COUNTY SUPERVISOR

## **TAX MAP OFFICE DOCUMENT PROCESSING**

The Wayne County Tax Map Office (Tax Map Office) will review all instruments of conveyance (to include but not limited to any TNNs, Land Contracts, etc.) prior to conveyance and/or recording. Once approved, instrument will be stamped approved and return to customer in a timely manner either via in-person or placed in respective customer pick-up file.

A copy of the Conveyance Rejection form can be found on the Tax Map Office website. If a deed does not meet the Wayne County guidelines of conveyance, this document will be provided, and corrections can be made immediately on the face of the document using necessary resources provided by the Map Office (i.e. typewriter/public computer).

## **SURVEYS AND PLATS**

The Wayne County Planning Department will determine whether a survey/plat is exempt from their review per Subdivision Regulations. Any survey/plat needing to go through the Technical Review Committee (TRC) must be completed prior to submission to the Tax Map Office.

When conditions allow, Surveyors can assist in improving the accuracy of Wayne County's GIS by supplying Section and/or Quarter Section corner GPS Coordinates in Ohio State Plane Coordinates. Methods of sharing data may include:

- (a) Labeling coordinates on the survey.
- (b) Supplying the coordinates on the face/cover page of the survey drawing.
- (c) Emailing the coordinates to [WayCoGIS@wayne-ohio.org](mailto:WayCoGIS@wayne-ohio.org).

## **NEW SURVEY PROCEDURES**

A preliminary review of a survey and legal description will be done at the request of the surveyor as a courtesy.

The Tax Map Office will provide the following to the surveyor, if a preliminary review is completed:

- A summary of comments regarding corrections needed. Please refer to the Wayne County Tax Map Office New Survey & Plat Application for a list of items that will be verified.

The surveyor will provide the following to their client/title company if a preliminary review is completed:

- Surveyor's signed and sealed drawing/map of survey (copy is not acceptable), with original signature and original stamp or a surveyor's embossment
- Surveyor's closure sheet for all surveyed parcels (copy acceptable)

- Surveyor's original signed/seal description for all surveyed parcels (copy is not acceptable) on 8.5" X 11" or 8.5" X 14" size paper with an original signature and original stamp, or a surveyor's embossment (Must meet Ohio Recorder's Association Standardization Guidelines)

The following must be provided to the Tax Map Office prior to recording as a complete packet for processing. Once Tax Map Office processing of the below is completed, Applicant will receive call/email informing applicable documentation is ready to be picked up, transferred, and recorded same day.

- Wayne County Tax Map Office – "New Survey & Plat Application"
- New executed original Deed(s) of conveyance (copy is not acceptable) for ALL surveyed parcels, with surveyor description attached as exhibit(s) (copy of the description is acceptable here, not retyped).
- Surveyor's signed and sealed drawing/map of survey (copy is not acceptable), with ALL original signature(s) and original stamp or a surveyor's embossment. County signatures (i.e. Soil, Health, Planning, etc) do not need completed prior to submission to Tax Map Office.
- Surveyor's closure sheet(s) for all surveyed parcels (copy acceptable)
- Surveyor's original signed and seal description (copy is not acceptable) on 8.5" X 11" or 8.5" X 14" size paper with an original signature and original stamp, or a surveyor's embossment (Must meet Ohio Recorder's Association Standardization Guidelines)

## **NEW PLAT PROCEDURES**

A preliminary review of a plat will be done at the request of the surveyor as a courtesy. The Tax Map Office will provide the following to the surveyor, if a preliminary review is completed:

- A summary of comments regarding corrections needed. Please refer to the Wayne County Tax Map Office New Legal Description Application for a list of items that will be verified.

The following must be provided to the Tax Map Office prior to recording as a complete packet. Once Tax Map Office processing of the below is completed, Applicant will receive call/email informing applicable documentation is ready to be picked up, transferred, and recorded same day.

- Wayne County Tax Map Department's New Legal Description Application
- Surveyor's signed and sealed Original Plat with all necessary original signatures. Plat fees must be paid to Auditor & Recorder's Office prior to submission to the Map Office for processing.
- Surveyor's closure sheet(s) for all surveyed parcels (copy acceptable)

- New original Deed(s) of conveyance (executed preferred) with surveyor description for any subsequent transfers required to establish new Plat.
- (OPTIONAL) Deed(s) establishing the new platted lot(s) legal description.

## **INFORMATIONAL SURVEYS NOT BEING USED TO CONVEY PROPERTY**

Surveys for information purposes only where no property is intended to be conveyed may be submitted to the Tax Map Office to be indexed. Closures and/or legal description will not be required but may be submitted. A copy of the survey will be made available on the Tax Map website and will be notated in the survey index book located in the Tax Map Office.

Surveyor must include the statement *“This survey was prepared for informational purposes only and is not intended to be used for any future property conveyances”* on the survey and legal description.

The Tax Map Office will not accept any conveyances using these surveys or legal descriptions. If survey is not marked for informational purposes only it will be considered a new metes and bounds survey and will be required to follow guidelines as set forth in “New Survey Procedure”.

## **WRITING LEGAL DESCRIPTIONS PREPARED FROM RECORD DATA**

If a legal description cannot be found in the title work for a parcel but the Tax Map Office does have a copy of a survey that contains all information necessary for a legal description to be written, a professional surveyor may write a legal description from record data. The legal description provided by the surveyor must be signed and sealed or have a surveyor’s embossment (Must meet Ohio Recorder’s Association Standardization Guidelines). This signed and sealed legal description must be attached to the first conveyance.

## **“TO GO TO ADJOINER” OR “ANNEXATION ONLY” PARCELS**

Exempt transfers between adjoining property owners must be followed with a deed consolidating the exempt parcel immediately.

Parcels that are created for “the sale or exchange of parcels between adjoining lots owners, where that sale or exchange does not create additional building sites” will be marked “to go to adjoiner” by the Planning Department.

Statements such as “TO GO TO ADJOINER” or “ANNEXATION ONLY”, shall be considered a restriction that this parcel is not to be used as a separate building site or transferred as an independent parcel in future. This restriction will be enforced on all subsequent conveyances of said parcel until a new plat removes the restriction, UNLESS it meets the following criteria:

- The adjoining Parent Parcel, in which the above “to go to adjoiner” or “annexation only” parcel is to be consolidated to, is over 20 acres. In this case, the “to go to adjoiner” or

“annexation only” parcel will continue to transfer as a separate non-buildable parcel along with the Parent Parcel on all future transfers until at which time the Parent Parcel is reconfigured making it 20 acres or less. At that time, the “to go to adjoiner” or “annexation only” parcel must be consolidated with intended adjoining Parent Parcel by a new survey/plat. Until at which time the Parent Parcel is reconfigured under 20 acres, the Tax Map Office will internally parcel flag these parcels to ensure both parcels transfer together helping to eliminate potential errors of missed parcels that are intended to be consolidated.

## **PARCEL RECONFIGURATIONS**

A parcel cannot be reconfigured using a survey older than the current established survey of record.

If a property owner holds title to two (2) or more contiguous parcels and desires to reconfigure these parcels, either of the following must occur:

- 1.) A deed conveying the consolidated legal description for all parcels involved followed by the deeds necessary to complete the reconfiguration.
- 2.) A deed conveying all splits from the existing parcels followed by any necessary consolidations to complete the reconfiguration.

## **REQUIREMENTS AND PROCEDURES FOR ANNEXATIONS INTO CITY/VILLAGE**

Annexations submitted for processing must include three sets of documentation for processing (Original for Recorder, Auditor Copy, Tax Map Copy).

Annexation packets must include: Certificate from the City, Petition for Annexation; Hearing from Commissioners (except on expedited annexations); Resolution from Commissioners; Ordinance number signed by President of Council and the Mayor; and a perimeter survey/description written by a professional surveyor that encompasses all parcels being annexed to the City/Village to be reviewed by the Tax Map Office prior to transfer and recording.

Separate legal descriptions for each parcel will not be accepted or reviewed.

## **REQUIREMENTS AND PROCEDURES FOR ALLEY VACATIONS**

Alleys must be vacated by an ordinance or resolution issued by the governing authority. The ordinance/resolution must include the following

- Signatures from all adjoining property owners or a statement as to why these signatures are not necessary
- A statement that identifies how much of the alley is being vacated

- A map that illustrates the portion of the alley being vacated. It is recommended that this map include the location (i.e. township, section, and quarter section or the City/Village and Map Number), the parcel numbers, and the portion of alley being vacated marked with the preparer's preferred symbology. Commonly the Tax Map is edited in order to achieve such an illustration, however, the Tax Map is not required to be used.

## **REQUIREMENTS AND PROCEDURES FOR ROADWAY DEDICATIONS**

Roadway dedications will be shown on a plat. The plat must include the acreage as well as the bearings and distances for the area being dedicated. The owner must also sign and acknowledge the following statement "...and do hereby dedicate certain portions of said land shown as street or public ways to public use forever" or a similar statement as preferred by the preparer.

## **ADDRESS ASSIGNMENTS**

Address requests must be requested by the property owner or Authorized Agent. Addresses can be requested in-person or via email submission of the Address Application located on the Tax Map website. Addresses are assigned based on location of driveway.

Prior to assignment of a new address, all applicable Wayne County Engineer Permits (i.e. Access Management; Driveway) and/or Township Driveway Permit must be obtained and approved.

Any address request for a newly created parcel, by survey, cannot occur until the new parcel is transferred and recorded at the Wayne County Recorder's office making it an established parcel.

## **SIDWELL TRANSFER FORMS**

A Sidwell Transfer Form will be provided by the Tax Map Office with each processed document (i.e. Deed, COT, Judgment Entry, Land Contract, etc). Transfer Form(s) are required to follow said document(s) through the Auditor's Office, if applicable, & Recorder's Office. All Sidwell Transfer Forms will remain in the Recorder's Office to be picked up by Map Office.

## **ELECTRONIC FILING (E-Filing)**

The Wayne County Tax Map Office will receive documents electronically (e-filing/e-recording) through Kofile Technologies Inc. An account must be set up with one of our approved E-Recording Partners in order to submit documents electronically. Acceptable documents include, but not limited to, Deeds, TODs, Land Contracts, and Affidavits. Any Deed of Conveyance related to a new survey/plat cannot be e-filed (Please Reference "New Survey Procedure" or "New Plat Procedure")

Documents can be transmitted 24 hours a day, 7 days a week. Tax Map Office documents will process between the hours of 8:00 a.m. and 4:15 p.m. in order received Monday through Friday (excluding Federal holidays). E-file submissions must be submitted by 3:00pm for processing that day. Any

submission after 3:00pm is not same day guaranteed to process throughout all County Offices.  
Documents transmitted when the office is closed will be processed the next business day.