



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

Memorandum

To: Clients of Wayne County Tax Map Office
From: Scott A Miller, P.E, P.S, Wayne County Engineer
Cc: Stacy Peppard, Tax Map Supervisor
Date: May 3, 2021
Re: **New Survey/Plat Submission Policy**

To better serve our customers and the public in an efficient and streamlined manner, beginning **June 1, 2021, the Wayne County Tax Map Department will begin processing all new survey submissions in a complete package format with a New Survey & Plat Application.** Application can be found on the Tax Map website or at the Tax Map Office. (Sample Attached)

All new survey submissions must include the following:

- Surveyor's original, signed and sealed drawing/map of survey
- Surveyors' original, signed and sealed description(s)(Must meet Recorder's margin requirements)
- Surveyor's closure sheet(s)
- All new original executed deed(s) of conveyance with surveyor's description(s) attached as exhibit(s) to complete intent of surveyors drawing/map

We do understand there are new surveys/plats currently in-process through the necessary channels which may not be able to be submitted as a package. In those instances we will process per our current procedure.

Any Surveyor drawing/map that requires County signatures are not required to be completed prior to submission to the Map Office. All other signatures must be completed prior to submission (i.e. grantor, non-county governor authorities, etc). The Map Office will walk any drawing/map requiring County signatures through the appropriate internal offices prior to processing of the above documentation. Any drawing/map that requires a TRC Application process must be completed, processed, and approved prior to submission to the Map Department.

Should you have any questions, please feel free to contact our Tax Map Supervisor, Stacy Peppard at (330) 287-5495 or myself.

A handwritten signature in blue ink, appearing to read "S. Miller".

Scott A Miller, P.E., P.S.
Wayne County Engineer