



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 *SA Miller*
Cc: Jennifer Wisard, Tax Map Supervisor *JW*
Date: Monday, December 16, 2019
Re: Revision to Pre-Approval Policy of Tax Map

Beginning January 1st, 2020, the Wayne County Tax Map Department will only complete pre-approvals by email under the following circumstances:

- Surveys and plats
- Splits, consolidations, and retracements
- Exhibit legal descriptions that exceed three (3) pages
- Certificates of Transfer
- Sheriff Sales

We have had persistent problems with some agencies not attaching the pre-approved legal description, re-typing the pre-approved legal description into the body of the document, and making changes to the pre-approved legal description by type writing on it. Each time this happens, the Tax Map Department must review the complete legal description again, taking valuable time away from other duties and customers. We also frequently have to remind title companies that **pre-approvals are not required** and will only be reviewed once by email.

This decision was not made lightly, but we feel it is necessary for our office to continue to operate efficiently as our volume of transfers increase. We will continue to process deeds at the time of transfer as to not cause delay in recording. As always, you are welcome to also bring executed deeds and leave them in the tray should you decide you do not want to wait for them. We hope you understand that we are not attempting to make the process harder, but allow our office to serve the public to the best of our ability.

If you have any questions or comments, please feel free to contact our Tax Map Supervisor, Jennifer Wisard at (330) 287-5495 or myself at the information below.