

Wayne County Tax Map Office

FORMATTING EXAMPLES

428 W Liberty St
Wooster, OH 44691
P: 330-287-5495
F: 330-263-5001
E: mapoffice@wayne-ohio.org

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FORMATTING FOR LEGAL DESCRIPTIONS

IN WAYNE COUNTY

Platted Lots in a Township

FIRST PARAGRAPH

Situated in Township of _____(a)_____, (T- (b), R-(c)), _____(d)_____ Quarter of Section _____(e)_____ County of Wayne, and State of Ohio:

SECOND PARAGRAPH

Being Lot Number _____(f)_____ of the _____(g)_____ as platted in Plat Volume _____(h)_____, Page _____(i)_____ of the Wayne County Plat Records.

Permanent Parcel Number: _____(j)_____

Prior Deed Reference: _____(k)_____

- a) Township Name
- b) Township Number
- c) Range Number
- d) Quarter Section (NW, NE, SW, SE)
- e) Section Number
- f) Lot Number
- g) Allotment Name (if no plat is found then put NO PLAT FOUND & SKIP h & i)
- h) Plat Volume number (if no plat is found then no number is needed)
- i) Plat Page number (if no plat is found then no number is needed)
- j) Auditors Parcel Number
- k) Prior deed reference for any deed that Grantors took title (Could be one or more than one)

Platted Lots in City or Village

FIRST PARAGRAPH

Situated in (City (or Village)) of _____(a)_____, County of Wayne, and State of Ohio:

SECOND PARAGRAPH

Being Lot Number _____(b)_____ of the _____(c)_____ as platted in Plat Volume _____(d)_____, Page _____(e)_____ of the Wayne County Plat Records.

Permanent Parcel Number: _____(f)_____

Prior Deed Reference: _____(g)_____

- a) City Name
- b) Lot Number
- c) Allotment Name (if no plat is found then put NO PLAT FOUND & SKIP d & e)
- d) Plat Volume number (if no plat is found then no number is needed)
- e) Plat Page number (if no plat is found then no number is needed)
- f) Auditors Parcel Number
- g) Prior deed reference for any deed that Grantors took title (Could be one or more than one)

FORMATTING FOR LEGAL DESCRIPTIONS
IN WAYNE COUNTY

Metes and bounds descriptions in City or Village (involving a Platted Lot)

FIRST PARAGRAPH

Situated in City (or Village) of _____(a)_____, County of Wayne, and State of Ohio:

SECOND PARAGRAPH

Being a part of Lot Number ____ (b) _____ in the ____ (c) _____ as platted in Plat Volume ____ (d) _____, Page ____ (e) _____ of the Wayne County Plat Records.

THIRD PARAGRAPH

Beginning at the(PLACE OF BEGINNING)

(All steps after beginning step should be numbered and double spaced)

- 1)
- 2)
- 3)
- 4)..... containing ____ (f) _____ acres.

Survey and description prepared by ____ (g) _____, P.S. ____ (h) _____

For survey See Volume ____ (i) _____, Page ____ (j) _____ of the Wayne County Survey Records.

Permanent Parcel Number: ____ (k) _____

Prior Deed Reference: ____ (l) _____

- | |
|---|
| <ul style="list-style-type: none">a) City (or Village) Nameb) Lot Numberc) Plat Named) Plat Volume Numbere) Plat Volume Pagef) Acreageg) Surveyor nameh) Surveyor license numberi) Survey Volume Letter (IS NEVER A NUMBER)j) Survey Page Numberk) Auditors Parcel Numberl) Prior deed reference for any deed that Grantors took title (Could be one or more than one) |
|---|

FORMATTING FOR LEGAL DESCRIPTIONS
IN WAYNE COUNTY

Metes and bounds descriptions in Township (involving a Platted Lot)

FIRST PARAGRAPH

Situated in Township of _____(a)_____, (T- (b), R-(c)), _____(d)_____ Quarter of Section _____(e)_____ County of Wayne, and State of Ohio:

SECOND PARAGRAPH

Being a part of Lot Number _____(f)_____ in the _____(g)_____ as platted in Plat Volume _____(h)_____, Page _____(i)_____ of the Wayne County Plat Records.

THIRD PARAGRAPH

Beginning at the(PLACE OF BEGINNING)

(All steps after beginning step should be numbered and double spaced)

- 1)
- 2)
- 3)
- 4)..... containing _____(j)_____ acres.

Survey and description prepared by _____(k)_____, P.S. _____(l)_____

For survey See Volume _____(m)_____, Page _____(n)_____ of the Wayne County Survey Records.

Permanent Parcel Number: _____(ok)_____

Prior Deed Reference: _____(p)_____

- a) Township Name
- b) Township Number
- c) Range Number
- d) Quarter Section (NW, NE, SW, SE)
- e) Section Number
- f) Lot Number
- g) Plat Name
- h) Plat Volume Number
- i) Plat Volume Page
- j) Acreage
- k) Surveyor name
- l) Surveyor license number
- m) Survey Volume Letter (IS NEVER A NUMBER)
- n) Survey Page Number
- o) Auditors Parcel Number
- p) Prior deed reference for any deed that Grantors took title (Could be one or more than one)

FORMATTING FOR LEGAL DESCRIPTIONS
IN WAYNE COUNTY

Metes and bounds descriptions in Township (NOT involving a Platted Lot)

FIRST PARAGRAPH

Situated in Township of _____(a)_____, (T- (b), R-(c)), _____(d)_____ Quarter of
Section _____(e)_____ County of Wayne, and State of Ohio:

SECOND PARAGRAPH

(Next paragraph should contain any courses before the PLACE OF BEGINNING)
(All courses after PLACE OF BEGINNING should be numbered)

- 1)
- 2)
- 3)
- 4)..... containing _____ acres.

Survey and description prepared by _____(i)_____, P.S. _____(j)_____

For survey See Volume _____(f)_____, Page _____(g)_____ of the Wayne County
Survey Records.

Permanent Parcel Number: _____(k)_____

Prior Deed Reference: _____(l)_____

- a) Township Name
- b) Township Number
- c) Range Number
- d) Quarter Section (NW, NE, SW, SE)
- e) Section Number
- f) Survey Volume Letter (IS NEVER A NUMBER)
- g) Survey Page Number
- h) Surveyor name
- i) Surveyor license number
- j) Who description was prepared by
- k) Auditors Parcel Number
- l) Prior deed reference for any deed that Grantors took title (Could be one or more than one)

FORMATTING FOR LEGAL DESCRIPTIONS
IN WAYNE COUNTY

Metes and bounds descriptions in City or Village (NOT involving a Platted Lot)

FIRST PARAGRAPH

Situated in City (or Village) of _____(a)_____, (T- (b), R-(c)), _____(d)_____ Quarter of Section _____(e)_____ County of Wayne, and State of Ohio:

SECOND PARAGRAPH

(Next paragraph should contain any courses before the PLACE OF BEGINNING)

(All courses after PLACE OF BEGINNING should be numbered and space added between courses)

- 1)
- 2)
- 3)
- 4)..... containing _____(f)_____ acres.

Survey and description prepared by _____(g)_____, P.S. _____(h)_____

For survey See Volume _____(i)_____, Page _____(j)_____ of the Wayne County Survey Records.

Permanent Parcel Number: _____(k)_____

Prior Deed Reference: _____(l)_____

- a) City (or Village) Name
- b) Township Number
- c) Range Number
- d) Quarter Section (NW, NE, SW, SE)
- e) Section Number
- f) Acreage
- g) Surveyor name
- h) Surveyor license number
- i) Survey Volume Letter (IS NEVER A NUMBER)
- j) Survey Page Number
- k) Auditors Parcel Number
- l) Prior deed reference for any deed that Grantors took title (Could be one or more than one)

FORMATTING FOR LEGAL DESCRIPTIONS
IN WAYNE COUNTY

Metes and bounds descriptions in Township
WITH EXCEPTION

Situated in Township of _____(a)_____, (T- (b), R-(c)), _____(d)_____ Quarter of
Section _____(e)_____ County of Wayne, and State of Ohio:

(Next paragraph should contain any courses before the PLACE OF BEGINNING)

(All courses after PLACE OF BEGINNING should be numbered)

- 1)
- 2)
- 3)..... containing _____ acres.

Survey and description prepared by _____(f)_____, P.S. _____(g)_____

For survey See Volume _____(h)_____, Page _____(i)_____ of the Wayne County
Survey Records.

EXECPTING THEREFROM

Situated in Township of _____(a)_____, (T- (b), R-(c)), _____(d)_____ Quarter of
Section _____(e)_____ County of Wayne, and State of Ohio:

(Next paragraph should contain any courses before the PLACE OF BEGINNING)

(All courses after PLACE OF BEGINNING should be numbered)

- 1)
- 2)
- 3)..... containing _____ acres.

Survey and description prepared by _____(f)_____, P.S. _____(g)_____

For survey See Volume _____(h)_____, Page _____(i)_____ of the Wayne County
Survey Records.

Meaning to convey _____ acres after exception(s)

Permanent Parcel Number: _____(j)_____

Prior Deed Reference: _____(k)_____

- | |
|--|
| <p>a) Township Name
b) Township Number
c) Range Number
d) Quarter Section (NW, NE, SW, SE)
e) Section Number
f) Surveyor name
g) Surveyor license number
h) Survey Volume Letter (IS NEVER A NUMBER)
i) Survey Page Number
j) Auditors Parcel Number
k) Prior deed reference for any deed that Grantors took title (Could be one or more than one)</p> |
|--|

FORMATTING FOR LEGAL DESCRIPTIONS
IN WAYNE COUNTY

**Metes and bounds descriptions in City/Village (NOT involving a Platted Lot)
WITH EXCEPTION**

Situated in City (or Village) of _____(a)_____, (T- (b), R-(c)), _____(d)_____ Quarter of
Section _____(e)_____ County of Wayne, and State of Ohio:

(Next paragraph should contain any courses before the PLACE OF BEGINNING)

(All courses after PLACE OF BEGINNING should be numbered)

- 1)
- 2)
- 3)..... containing _____ acres.

Survey and description prepared by _____(f)_____, P.S. _____(g)_____

For survey See Volume _____(h)_____, Page _____(i)_____ of the Wayne County
Survey Records.

EXCEPTING THEREFROM

Situated in City (or Village) of _____(a)_____, (T- (b), R-(c)), _____(d)_____ Quarter of
Section _____(e)_____ County of Wayne, and State of Ohio:

(Next paragraph should contain any courses before the PLACE OF BEGINNING)

(All courses after PLACE OF BEGINNING should be numbered)

- 1)
- 2)
- 3)..... containing _____ acres.

Survey and description prepared by _____(f)_____, P.S. _____(g)_____

For survey See Volume _____(h)_____, Page _____(i)_____ of the Wayne County
Survey Records.

Meaning to convey _____ acres after exception(s)

Permanent Parcel Number: _____(j)_____

Prior Deed Reference: _____(k)_____

- a) City/Village Name
- b) Township Number
- c) Range Number
- d) Quarter Section (NW, NE, SW, SE)
- e) Section Number
- f) Surveyor name
- g) Surveyor license number
- h) Survey Volume Letter (IS NEVER A NUMBER)
- i) Survey Page Number
- j) Auditor's Parcel Number
- k) Prior deed reference for any deed that Grantors took title (Could be one or more than one)

FORMATTING FOR LEGAL DESCRIPTIONS
IN WAYNE COUNTY

Condominium Example

Situated in City (or Village) of _____(a)_____, (T- (b), R-(c)), _____(d)_____ Quarter of Section _____(e)_____ County of Wayne, and State of Ohio:

Known as being _____(f)_____ in _____(g)_____ as shown by the Plat and Drawings recorded in Volume _____(h)_____, Page _____(i)_____ of the Plat Records of Wayne County.

Further described by the Declaration of Condominium Ownership and Bylaws recorded in Volume _____, Page _____ Official Record of Wayne County, Ohio, together with an undivided percentage interest in and to all of the Common Areas and Facilities appurtenant to said Unit as set forth in the Declaration of Condominium Ownership, as the same may be amended from time to time, which percentage shall automatically change in accordance with the Amendments to the Declaration as the same are filed for record and will attach to the Common Areas and Facilities in the percentage set forth in such Amendments to the Declaration, which percentages shall be deemed to automatically be conveyed effective on the recording of each such Amendments to the Declaration as though conveyed hereby.

Together with and subject to all the rights, duties, easements, reservations, limitations, right-of-way, conditions, restrictions, and other provisions contained in the Declaration, Bylaws, Plat, Drawings, and Amendments referred to above and incorporated herein as if fully set forth herein. Reserving unto the Grantor, its successors and assigns, the right to sell, lease or encumber the remaining Units, and undivided percentage interest in the Common Areas and Facilities in said Condominium Property.

- a) City/Village Name
- b) Township Number
- c) Range Number
- d) Quarter Section (NW, NE, SW, SE)
- e) Section Number
- f) Unit Number
- g) Condominium Name
- h) Recorded Condo Plat Volume Number
- i) Recorded Plat Volume Page Number