

# Wayne County Tax Map Office

## NEW SURVEY & PLAT APPLICATION



### APPLICANT INFORMATION (PLEASE FILL OUT COMPLETELY):

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

It is the desire of the county to provide a service for the public to correct any evident errors and to ascertain that the property is accurately described within the minimum standards for boundary surveys for conveyances in the State of Ohio. Please refer to the back of this form for a summarized check list of those standards. If the application submitted is within the Planning Department's jurisdiction, it must have previously been submitted and approved through TRC. **Please allow ample time to accomplish the above before any third-party deadlines. All applications are completed on a first come, first serve basis.**

### INTERNAL USE ONLY:

DATE/TIME: \_\_\_\_\_ DEPUTY: \_\_\_\_\_ ☐ READY FOR PICKUP \_\_\_\_\_ (Date) Contacted Customer

### ☐ New SURVEY Submission

☐ Signed Deed(s)

- ☐ Surveyor's signed and sealed drawing/map of survey (copy is not acceptable), with original signature & original stamp or a surveyor's embossment.
- ☐ Surveyor's original signed and sealed description (copy is not acceptable) on 8.5" x 11" or 8.5" x 14" size paper, with an original signature & original stamp, or a surveyor's embossment (Must meet Ohio Recorder's Association Standardization Guidelines)
- ☐ Surveyor's closure sheet (copy acceptable)
- ☐ Executed New Deed(s) of conveyance with surveyor's description attached as exhibit (copy of the description is acceptable here, not retyped).

### ☐ New PLAT Submission

- ☐ Surveyor's Original PLAT, with Surveyor's signature & stamp/embossment
- ☐ Plat Signatures Required. Owner(s) AND all required Non-County Governing Authorities (ie City, Village, CW Twp)
- ☐ Lot Numbers Assigned. Only applicable for Cities & Villages EXCEPT Doylestown, Shreve & Smithville.
- ☐ Surveyor's closure sheet(s) (copy acceptable)
- ☐ Executed New Split Deed(s) of conveyance with surveyor's original description attached as exhibit, IF APPLICABLE (This applies only when a transfer must occur between property owners to establish new property lines show on Plat)
- ☐ New Deed(s) of conveyance establishing new Lot Legal Descriptions. OPTIONAL

☐ MAP OFFICE REVIEW \_\_\_\_\_  
☐ SIDWELL \_\_\_\_\_

☐ SENT TO ENGINEER FOR SIGNATURE. \_\_\_\_\_  
☐ SENT TO TRC FOR SIGNATURE \_\_\_\_\_

☐ SURVEY NUMBER ASSIGNED \_\_\_\_\_  
☐ UPLOAD SURVEY/PLAT  
☐ UPLOAD LEGAL DESCRIPTION(S)

**DESCRIPTION** \_\_\_\_\_ ACRE(S)**Caption:**

- ☐ State and county
- ☐ †Deed reference
- ☐ Present owner
- ☐ Lot or Out Lot # and Allotment Name\*
- ☐ Plat Book & Page \*

**Additional requirements for township:**

- ☐ Township name, township # and range #
- ☐ Section and quarter section

**Additional requirements for city:**

- ☐ Municipality name

**Control station:**

- ☐ Within quarter section\*
- ☐ Monumented and described (One of the following)
- ☐ Section corner or quarter corner (Must include compass direction)
- ☐ Lot corner or Out Lot corner
- ☐ Street centerline intersection

**Courses:**

- ☐ Each course in a numbered and separate paragraph
- ☐ Description in a clockwise direction
- ☐ Degrees/minutes/seconds
- ☐ Distances to two decimal places
- ☐ Curve data contains direction, radius, central angle, chord bearing, chord distance, arc length
- ☐ †All call distances are of record and identified

**References (roads, rivers, etc.):**

- ☐ †Must be current or existing names of record.
- ☐ †Adjoiners along common lines

**Acreage:**

- ☐ Cited to the third decimal place
- ☐ †Total acreage
- ☐ †Road acreage and road record\*
- ☐ †Parent tract acreage breakdown\*
- ☐ †Quarter section acreage breakdown\*
- ☐ †Lot and/or Out Lot acreage breakdown\*

**Additional:**

- ☐ Statement of survey with date and surveyors #
- ☐ Surveyors original signature and reproducible stamp
- ☐ Closure sheet (1 / 10,000)
- ☐ †Basis of Bearing
- ☐ †Description of control station and boundary

monuments and whether found or set.

- ☐ Deed reference of parent tract(s)

## MAP OF SURVEY/PLAT

**Scale:**

- ☐ 1" = 10' / 100'
- ☐ 1" = 20' / 200'
- ☐ 1" = 30' / 300'
- ☐ 1" = 40'
- ☐ 1" = 50'
- ☐ 1" = 60'

**Paper size:**

- ☐ 8.5" x 11"
- ☐ 8.5" x 14"
- ☐ 11" x 17"
- ☐ 18" x 24"
- ☐ 22" x 34"
- ☐ 24" x 36"

**Text:**

- ☐ At least 0.08"

**Map title (Intent of Survey):**

- ☐ State and county

**Additional requirements for townships:**

- ☐ Township name, township # and range #
- ☐ Section and quarter section
- ☐ Lot # and Allotment name\*
- ☐ †Plat Book & Page \*

**Additional requirements for City:**

- ☐ Municipality name
- ☐ Township name, township # and range #\*
- ☐ Section and quarter section\*
- ☐ Lot or OL #
- ☐ †Plat Book & Page \*

**Control station:**

- ☐ Within quarter section\*
- ☐ Monumented and described (One of the following)
- ☐ Section corner or Quarter corner (Must include compass direction and \*County point number)
- ☐ Lot corner or Out Lot corner
- ☐ Street centerline intersection

**Courses:**

- ☐ Degrees/minutes/seconds
- ☐ Distances to two decimal places
- ☐ Curve data contains radius, central angle, chord bearing, chord distance, arc length

**References (roads, rivers, etc.):**

- ☐ †Must be current or existing names of record
- ☐ †Adjoiners along common lines or statement of new line of division
- ☐ Notation of common line\*

**Acreage:**

- ☐ Cited to the third decimal place
- ☐ †Total acreage
- ☐ †Road acreage and road record\*
- ☐ †Parent tract acreage breakdown\*
- ☐ †Quarter section acreage breakdown\*
- ☐ †Lot and/or Out Lot acreage breakdown\*

**Miscellaneous:**

- ☐ Permanent Parcel Numbers
- ☐ †Deed reference of parent tract
- ☐ Present owner
- ☐ Surveyors printed name, †number, original signature, reproducible stamp, †address and †phone number
- ☐ †Notation of location, type and size of each building(s) or vacant
- ☐ †North arrow
- ☐ †Corner monuments are described and called out as found, set, or referenced
- ☐ †Pertinent documents
- ☐ Scale written and graphical
- ☐ †Date of survey
- ☐ †Basis of bearings
- ☐ Property closes within tolerance

**Additional requirements for coordinate system (township only):**

- ☐ Two monuments tied to (conventional survey)
- ☐ Three monuments tied to (GPS survey)
- ☐ †State plane coordinates of one parcel corner
- ☐ Coordinates to three decimal places
- ☐ Setback footage for new buildings (Access Management Regulations)

**\* When applicable**

† Accuracy is the responsibility of a licensed surveyor. These requirements must be present but may not be checked for accuracy.

This list is used for reference and may not represent all conveyance standards and their details.