



**FAIRFIELD COUNTY ENGINEER**  
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MAP ROOM SURVEY NO:     /	TOWNSHIP:	SEC.:
ACREAGE:	GRANTOR:	

**Requirements For New Metes And Bounds Descriptions And Plats Of Survey.**

All new surveys, metes and bounds descriptions, and plats of survey not previously recorded, must be prepared by a registered Professional Surveyor and must be in compliance with the Ohio Administrative Code, Chapter 4733-37.

**The following checked items will be required to be revised by the Professional Surveyor:**

**LEGAL DESCRIPTION**

- 1. The situate must denote the State, County, Township Number, Range, Section, half section, etc., and Township Name or Municipality as applicable. The situate shall also contain the recorded deed / official record including the acreage of the original tract(s) and state if the description contains all or part of the original tract(s).
- 2. Point of beginning must be referenced from one of the following:
  - a. Section or Quarter Section Corner.
  - b. Corner or Lot Corner shown on a recorded and platted major subdivision with a found or set monument.
  - c. Centerline of intersections of streets or roads with monumentation provided and approved by the County Engineer. (see the approved intersection monuments list on our web page).
- 3. Each course of a metes and bounds description shall be a separate paragraph and all courses must be stated in a clockwise direction from the point of beginning to the point of termination.
- 4. Each course or line must be described with a bearing expressed in degrees, minutes and seconds and a distance expressed in U.S. feet to the nearest hundredths. (Will not accept North, South, East or West without showing degrees, minutes and seconds.)
- 5. The area of tracts being described shall be denoted in acres to the nearest thousandths.
- 6. The description of a tract lying in more than one Section, Political Subdivision, Municipal Corporation or Platted and Recorded major subdivision shall state the acreage in each part to the nearest thousandths.
- 7. Any course of a description which is a curve shall contain the radius, central angle, curve length, chord bearing, chord length and direction of the curve (right or left).
- 8. Descriptions of new tracts that encompass more than one existing tract must state the acreage from each existing tract to the nearest thousandths, the total acreage of the new tract to the nearest thousandths and state in the situate if the new tract contains all or part of the original tracts.
- 9. The legal description shall state the size and material of all monuments and whether they were found, set or previously set.
- 10. The legal description must have an official seal, be signed and dated by a surveyor registered in the State of Ohio. No copies of signatures or dates will be accepted.
- 11. Basis of Bearing must be stated.
- 12. The mathematical error in closure of all boundaries shall be within 0.02 feet in latitude and 0.02 feet in departure.
- 13. Statement of surveyor i.e.: This description is based on an actual field survey performed by or under the direct supervision of (surveyor name), Registered Surveyor (#) in (date i.e.: August 2002).
- 14. All of above requirements must match the plat of survey.

Remarks:

## PLAT OF SURVEY

- 1. Must denote the State, County, Township Number, Range, Section, half section, etc., and Township Name or Municipality as applicable.
- 2. Must denote land owner names and deed references / official record of all tracts, including all adjoining (including across the road), along with their area of record in acres and any Recorded Subdivisions along with their Plat Book and page numbers.
- 3. Point of beginning must be referenced from one of the following:
  - a. Section or Quarter Section Corner.
  - b. Corner or Lot Corner shown on a recorded and platted major subdivision with a found or set monument.
  - c. Centerline of intersections of streets or roads with monumentation provided and approved by the County Engineer. (see the approved intersection monuments list on our web page).
- 4. Each course or line must be described with a bearing expressed in degrees, minutes and seconds and a distance expressed in U.S. feet to the nearest hundredths. (Will not accept North, South, East or West without showing degrees, minutes and seconds.)
- 5. Must denote the centerline of roads, section lines or quarter section lines and any other common line of reference along with their bearings and distances as applicable. All rivers or streams shall also be mentioned.
- 6. All references to roads, rivers, streams, railroads, etc. must use current names of record. Old or original names should also be shown when available.
- 7. The area of any new tracts shall be stated in acres to the nearest thousandths.
- 8. All retracement surveys, new tracts and remainders of original tracts lying in more than one Section, Political Subdivision, Municipal Corporation or Platted and Recorded major subdivision shall state the acreage to the nearest thousandths in each part.
- 9. The Auditor's parcel number of the original tract(s) shall also be shown.
- 10. Plats of new tracts that encompass more than one existing tract must state the acreage to the nearest thousandths from each existing tract, the total acreage of the new tract to the nearest thousandths and state if the new tract contains all or part of the original existing tracts.
- 11. Any course which is a curve shall contain the radius, central angle, curve length, chord bearing, chord length.
- 12. The size and material of all monuments and whether they were found, set or previously set must be shown.
- 13. The plat must have an official seal, be signed and dated by a surveyor registered in the State of Ohio. No copies of signatures or dates will be accepted.
- 14. Basis of Bearing must be stated.
- 15. The mathematical error in closure of all boundaries shall be within 0.02 feet in latitude and 0.02 feet in departure.
- 16. Citation of pertinent documents and sources of data used e.g.: subject and adjoining deeds, recorded plats, surrounding surveys, county tax maps, etc.
- 17. Have a North arrow and scale bar shown.
- 18. Be at one of the following scales: 1"= 10', 20', 30', 40', 50', 60', 80', 100', 120', 200', 300', 400', or 500' and have a minimum letter size of 0.06".
- 19. A legend is required or all lines and symbols must be identified.
- 20. Acceptable sheet sizes are 8 ½"x11", 8 ½"x14", 11"x17", 18"x24", 22"x34" or 24"x36".

Remarks:

**NOTE: All checked items on the above sheets will need to be corrected before final approval. Please return the revised plat/legal to this office.**

Reviewer:

Date: