

\_\_\_\_\_  
Surveyor or Company Name

\_\_\_\_\_  
Date Submitted

\_\_\_\_\_  
Time Submitted

\_\_\_\_\_  
Township or Municipality

# Knox County Map Department

## Boundary Survey Checklist

(Per OAC 4733-37: Minimum Standards for Boundary Surveys)

**When Reviewing the Survey Drawing, make sure it includes the following:**

- \_\_\_\_ Title including: state, county, township or municipality, & original land subdivision description
- \_\_\_\_ North arrow with clear statement as to basis of reference direction used (Do not just site another survey)
- \_\_\_\_ Scale of drawing (written and graphical)
- \_\_\_\_ Point of Commencement (P.O.C.) and Point of Beginning (P.O.B.) clearly marked and P.O.C. tied to known monumentation (i.e. lot corner, section corner, quarter section corner, centerline intersection of street of record, platted lot corner, or platted subdivision corner, or where a section/lot line intersects a road centerline)
- \_\_\_\_ Size and Type of monument set or found at each corner and reference station (or a legend of symbols used)
- \_\_\_\_ The bearing and distance of each line as specified in the description
- \_\_\_\_ Bearings in degrees, minutes, seconds and distances in feet and decimal parts thereof
- \_\_\_\_ Curved lines indicate: radius, central angle, curve length, chord bearing & chord distance
- \_\_\_\_ If coming out of more than one parcel, must have acreage breakdown showing amount coming out of each parcel
- \_\_\_\_ The area contained within the perimeter of the surveyed parcel (to 3 decimal places)
- \_\_\_\_ Reference material used: Current deed, prior deed, adjacent owners, plats, fences etc...
- \_\_\_\_ Reference to Roads, Railroads, Rivers or Streams
- \_\_\_\_ The surveyor's printed name and Ohio registration number, signature and seal, and date survey was completed
- \_\_\_\_ Error of closure of the property boundary does not exceed 0.02 feet in latitude and 0.02 feet in departure

**When Reviewing the Survey Description, make sure it includes the following:**

- \_\_\_\_ "Situated in" including: state, county, township or municipality, & original land subdivision description
- \_\_\_\_ Does the bearing and distance of each line match the drawing
- \_\_\_\_ Call adjacent owner lines, road centerlines, river/stream centerlines, along a fence, section lines, lot lines etc....
- \_\_\_\_ All descriptions should end with (to the original P.O.B. of the parcel herein described containing ..... Acres)
- \_\_\_\_ If it is a split, must list "part of parcel" or "parent parcel number"

**Parcel Numbers involved:** \_\_\_\_\_

**Comments:** \_\_\_\_\_

\_\_\_\_\_

**By:** \_\_\_\_\_

