
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: _____

Approved

Approved as Noted

Revise & Resubmit

Date: _____