

## **KNOX COUNTY, OHIO**

### **REQUIREMENTS FOR NEW SURVEYS AND STANDARDS FOR EXISTING DEED TRANSFERS**

We support and enforce the STANDARDS FOR BOUNDARY SURVEYS in the STATE OF OHIO (Ohio Administrative Code Chapter 4733-37). These standards shall be the criteria for acceptance of new surveys and/or Real Estate descriptions by the Knox County Map Department, and Knox County Auditor, including (but not limited to) the following:

#### **I. PURPOSE**

The purpose of these requirements and standards for new surveys and existing deed examinations is not to work a hardship, nor to discriminate against any individual. It is to facilitate the transfer of property, to correct errors in former transfers and records, and to obtain definite and accurate descriptions in future transfers. It is understood that not all situations can be covered by these requirements and when those situations arise, they will be handled as special cases interpreted by the Knox County Map Department, and the Knox County Auditor. This results in benefits to Property Owners, Attorneys, Title Searchers, Recording, Taxing and Mapping Officials in the County.

#### **II. REQUIREMENTS FOR ALL RECORDED AND UNRECORDED LOT(S) OF RECORD**

- A. All instruments conveying a recorded lot in a municipality or recorded subdivided area must designate the lot number(s), name of allotment or subdivision and the official recorded name and township, village or municipality.
- B. A deed transferring a numbered lot out of an unrecorded plat will not be accepted for transfer.

#### **III. REQUIREMENTS FOR NEW SURVEYS AND/OR EXISTING METES AND BOUNDS DESCRIPTIONS**


- A. All descriptions of new parcels must be accompanied by an original copy of the survey plat and legal description to be retained by the Knox County Map Department for their use. The survey plat shall follow all standards set forth in O.A.C. Chapter 4733-37. The surveyor's legal description shall be attached as an exhibit to the document the first time it is used to convey the property.
- B. If the area to be conveyed is a part of a larger tract or is the product or residue of several tracts, the plat map shall define and locate such "parent" area or areas and shall show their relationship to the area to be conveyed including the amount of acreage of each parent tract which is encompassed by the survey.

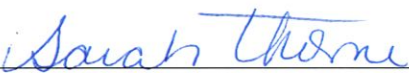
- C. Reference shall be made in the deed to the preceding transfer giving volume and page. Deed shall give name and registration number of surveyor preparing description where applicable.
- D. Descriptions written using Azimuths or Metric units will not be accepted.
- E. Descriptions may not be tied into vacated roads, vacated railroads, vacated streets, vacated subdivisions, lots, or centerline right-of-way stationing.
- F. All new descriptions that contain property both inside and outside of a corporation, shall state the acreage in each different area.
- G. If filing a subdivision plat and the subdivision comes out of two or more existing tracts, the acreage coming out of each tract, and including the roadway, must be included before the plat will be transferred.
- H. Any new survey, which includes an area occupied by any public road for highway purposes, shall clearly define such area on the plat map and indicate width.
- I. A legal description may be given one (1) conditional approval if it is faulty but is still identifiable on a tax map. Within a family, a legal description may be given up to but no more than two (2) conditional approvals.
- J. Any Parcel may not have more than three (3) exceptions. Each exception must be fully described, a tract of record, and meet the applicable requirements from this document.
- K. Descriptions of parcels obtained or to be obtained by the Federal, State, County or Municipal governments must comply with these standards.
- L. The Knox County Map Department has two (2) working days from the time that approval is requested to review any document. Map slips must be attached to the deed with parcel numbers for all unplatted lots.
- M. Descriptions for vacated alleys and streets shall require a new boundary survey.

- N. All deeds submitted for transfer must have the correct permanent parcel number and prior deed reference included with the description. Any save and excepts should also contain parcel numbers and deed references. Any deed splitting a parcel of land must include the parcel identification numbers and acreage from all parent parcels. Deeds for split parcels must be accompanied by a completed "Proposed Division of Valuation on Split Acreage" form available from the Knox County Auditor.
- O. Any split of land must be approved by The Knox County Regional Planning Commission or Planning Commission of the proper city or village before being submitted to the Auditor's Office for transfer.
- P. Any new split must be made a tract of record before it can be used as a save and except.
- Q. Any proposed lot split less than 5 Acres that is intended to be used as a buildable lot must be pre-approved by the Township Zoning Inspector or City/Village Planning, Knox County Regional Planning, and Knox Public Health, before it can be approved for transfer.
- R. Land Contracts: All land contract splits must be recorded as a separate parcel prior to recording a land contract to ensure that county zoning regulations are followed. Land contracts are subject to the same standards applicable to deeds.
- S. All conveyance standards are the same for manufactured homes, if applicable.
- T. All affidavits containing legal descriptions of real property must be reviewed by the Knox County Map Department prior to being filed.
- U. Conveyances and Recordings will be accepted by mail. Pre-approval should be obtained by the Knox County Map Department, Auditor and Recorder electronically before mailing documents to be recorded. Documents can be emailed to [mapdepartment@knoxcounty.oh.gov](mailto:mapdepartment@knoxcounty.oh.gov) for review and pre-approval.
- V. Conveyance fee is three dollars (\$3.00) per thousand with a fifty-cent (\$0.50) per parcel transfer fee.

#### IV. APPROVAL

The Knox County Engineer, and the Knox County Auditor have adopted these standards governing conveyances of Real Property in Knox County, Ohio, and may modify these standards from time to time as they deem necessary or desirable. (Ohio Revised Code Sec, 319.203)

Approved:   
Cameron Keaton, Engineer

Approved:   
Sarah Thorne, Auditor

Adopted 5-27-99  
Revised 5-28-99  
Revised 12-28-05  
Revised 06-22-11  
Revised 06-26-13  
Revised 06-07-18  
Revised 05-27-21  
Revised 03-04-25