

Survey Plat Requirements
Warren County Engineer's Office
Tax Map Department

406 Justice Drive
Lebanon, Ohio 45036

Revised: March 20, 2006

A survey shall be conducted and a plat shall be prepared for all divisions of all land within Warren County, Ohio. Survey plats shall also be prepared for all resurveys of parcels which will result in a new description for conveyance purposes. Said plats shall be filed with the County Tax Map Department in conformance with the herein stated requirements.

- ITEM 1. All plats shall be drawn, in ink, on 18" x 24" linen or mylar sheets. (Paper not acceptable. More than one sheet may be used, if necessary.)
- ITEM 2. The parcel or parcels being surveyed shall be shown with a heavy dark line, drawn to scale which will clearly represent each course. Lines must be drawn evenly and uniform with clear legends for monumentation. Lettering may be hand printed, but must be clear, precise, and legible on reproductions.

The following data shall be shown on all survey plats:

- ITEM 3. All adjacent parcels, showing property owners, acreage, (or name of Subdivision and Lot Numbers), Deed or Plat References and Land Survey References.
- ITEM 4. Names and R/W widths of all streets and highways, streams, rivers and lakes, canals and railroads, and all other easements and rights-of way of record.
- ITEM 5. All quarter section, half section and section lines, and all Military Survey lines, county lines, township lines and municipal corporation lines. (Acreage to be broken down and shown if surveyed parcel falls in more than one of the above.)
- ITEM 6. Acreage also to be broken down and shown when splitting a lot ,or lots, in a record subdivision.
- ITEM 7. County Engineer's Record Block, upper right-hand corner.
- ITEM 8. All surveys must be tied into a corner of a lot in a recorded subdivision or to a road centerlines at its intersection with another road centerline, a Military Survey Line, or a Section, Half Section or Quarter Section Line. (Beginning at John Doe's southeast corner'' is not acceptable.)
- ITEM 9. All points in roadway should be referenced by offset monuments at or near right-of-way line.

ITEM 10. When surveys are performed that require Preliminary Access Approval, (located on County or township roads), please place the following beneath the volume and Plat block in the upper right hand corner of the survey plat:

PRELIMINARY ACCESS APPROVAL:

_____ Granted _____ Not Applicable

Neil F. Tunison P.E., P.S.
Warren County Engineer

The next 10 items are taken directly from the “Minimum Standards for Boundary Surveys in the State of Ohio,” as adopted by the State Board of Registration for Professional Engineers and Surveyors on May 1, 1980. Any additions or revisions to the State minimum standards will automatically apply to these standards.

- ITEM 11. A title such that the general location of the survey can be identified. (Should include name of property owner, lot number and subdivision, or Section, Town and Range, or Military Survey, township, county and state, all shown in one block..)
- ITEM 12. A north arrow with a clear statement as to the basis of the reference direction used.
- ITEM 13. The control station(s) or line cited in the deed description and the relationship of the property to this control.
- ITEM 14. A notation at each corner of the property stating that the boundary monument specified in the deed description was found, or that a boundary monument was set. In addition, there shall be a statement describing the material, size, position and condition of every monument found and/or set.
- ITEM 15. A general notation describing the evidence of occupation that may be found along every boundary line and/or occupation line.
- ITEM 16. The length and direction of each line as specified in the deed description of the property or as determined in the actual survey if this differs from what is stated in the deed description by more than the tolerance specified if Paragraph (B) or Rule 4733-37-04 of the Administrative Code.
- ITEM 17. A citation of pertinent documents and sources of data used as basis for carrying out the work.
- ITEM 18. The written and graphical scale of the drawing.
- ITEM 19. The date of the survey.
- ITEM 20. The surveyor’s Printed Name, Ohio Registration Number, Signature and Stamped or Embossed Seal, in a form which will clearly reproduce on copies of the original drawing. (Hand drawn seal is not acceptable.) Rule 4733-23-01 Admin. Code.

- ITEM 21. With reference to Rule 4733-37-03 of the administrative Code, (Monumentation), a notation shall appear on the plat containing a clear statement as to the surveyor's reason for any omission of permanent physical monumentation (or reference monument) at any property corner or referenced control station. (Wooden stakes are not to be considered permanent monumentation.)
- ITEM 22. When a surveyor has prepared a new description, either to replace an existing description which is inadequate or to create a new parcel, a typed copy of said description shall be submitted to the County Tax Map Department along with the survey plat. Said description shall be prepared in accordance with Rule 4733-37-06 of The Administrative Code. (Handwritten legal descriptions will not be considered.)
- ITEM 23. When a new legal description is prepared the following statement must follow the description or be incorporated into the body of the description. The above description is the result of a survey prepared by surveyor & company if different name, Ohio Registered surveyor No. _____ dated _____, the survey plat of which is filed in Vol. _____ Plat of the which is filed in the Warren County Engineer's Record of Land Division.
- ITEM 24. All deeds involving new splits within corporate lines must have approval by the governing planning authority or council. Deeds involving splits less than five (5.00) acres outside corporate limits must have approval of the Warren County Regional Planning Commission.

Listed below is our requirements check sheet that we use to make sure every survey meets these requirements.

**Warren County Engineer
Survey Standards Review Sheet
Tax Map Department**

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| 1. DRAWN ON MYLAR OR LINEN REPRODUCIBLE 18" x 24" SHEET WITH A 1/4" MINIMUM BORDER AROUND THE PERIMETER, FREE OF PRINT. | YES NO NA |
| 2. THE PARCEL(S) BEING SURVEYED SHALL BE SHOWN WITH A HEAVY DARK LINE, DRAWN TO SCALE. | YES NO NA |
| 3. ACCURATE CLOSURE (WITHIN 0.02) AND ACREAGE BALANCE. | YES NO NA |
| 4. ALL ADJACENT PARCELS SHOWING PROPERTY OWNERS, ACREAGE, DEED REFERENCE, LAND SURVEY REFERENCES OR NAME OF SUBDIVISION, LOT # AND P.B. & PG. REFERENCE. | YES NO NA |
| 5. NAMES AND RIGHT-OF-WAY WIDTHS OF ALL STREETS, HIGHWAYS, STREAMS RIVERS, CANALS & RAILROADS. | YES NO NA |
| 6. ALL SECTION, MILITARY SURVEY, COUNTY, TOWNSHIP, MUNICIPAL CORPORATION LINES AND EXISTING PARCEL LINES. | YES NO NA |
| 7. ACREAGE ALSO TO BE BROKEN DOWN BETWEEN EACH OF THE AREAS LISTED IN ITEM (6), AND WHEN SPLITTING A LOT IN A SUBDIVISION. | YES NO NA |
| 8. COUNTY ENGINEER'S RECORDING BLOCK IN UPPER RIGHT-HAND CORNER, PRELIMINARY ACCESS APPROVAL BLOCK. | YES NO NA |
| 9. A SPECIFIC TIE POINT. | YES NO NA |
| 10. A TITLE INCLUDING PROPERTY OWNER, CURRENT DEED REFERENCE, LOT NUMBER, NAME OF SUBDIVISION, SECTION-TOWN-RANGE OR MILITARY SURVEY, TOWNSHIP, COUNTY, STATE. | YES NO NA |
| 11. NORTH ARROW WITH BASIS OF BEARING. | YES NO NA |
| 12. MONUMENTATION: FOUND OR SET, TYPE, SIZE AND CONDITION. | YES NO NA |
| 13. REASON FOR OMITTING ANY MONUMENTATION. | YES NO NA |
| 14. STATEMENT OF OCCUPATION. | YES NO NA |
| 15. TYPED LEGAL DESCRIPTION WITH SURVEYOR'S STATEMENT. | YES NO NA |
| 16. LEGAL DESCRIPTION ACCURATE IN ACCORDANCE WITH PLAT | YES NO NA |
| 17. A CITATION OF SOURCE DOCUMENTS USED IN PREPARATION OF THE MYLAR. | YES NO NA |
| 18. WRITTEN AND GRAPHICAL SCALE. | YES NO NA |
| 19. DATE OF SURVEY. | YES NO NA |
| 20. SURVEYOR'S SEAL AND SIGNATURE. | YES NO NA |

SURVEYOR: _____

DATE: ____/____/____

CLIENT: _____

REVIEWED BY: _____

Preliminary Access Approval

____ Granted ____ Not applicable

Neil F. Tunison, P.E., P.S.
 Warren County Engineer

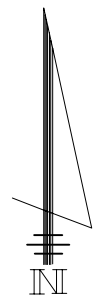
Deed Reference
 Deed Book _____, Page _____

Surveyor's Note: Describing evidence
 of occupation along each line.

Pertinent documents and sources of
 data used:

Adjoining Property Owner
 Deed Reference
 Land Survey Reference
 Acreage

NOTE:
 All Points in the road to be
 referenced by an offset monument.



Clear statement as to the basis
 of the reference direction used.

Adjoining Property Owner
 Deed Reference
 Land Survey Reference
 Acreage

Road
 Name

Found or set
 R.R. spike
 Bearing & Distance

I.R. @ _____ ft.

Stone

Stone

Stone

Stone

Stone

Stone

Stone

Stone

Stone

Stone

Stone

Stone

Stone

Stone

Stone

Stone

Stone

Stone

Section, Quarter Section, Half Section, Military Survey or Property lines.

Section No.

Acreage

Section No.

Total Acreage

Acreage

NOTE:
 { Acreage to be broken down by Township lines, Section
 lines, Military Survey lines, Highways, or Property lines.

Road Name & R/W Distance

NOTE:
 All Surveys to be tied into a road intersection and Military Survey Lines or
 Section, Quarter Section of Half Section Lines.

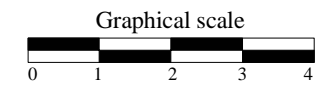
Legend:

- Monument found
- ◎ Monument set
- Material, size,
Position & condition

Property Owner
 Sec.-Town-Range or Mil. Survey No.
 Township
 Warren County, Ohio



Signature
 Surveyor's name
 Ohio Reg. No.



Surveyor's block

Date: _____ Scale: _____