



STEPHANIE ANN GOFF, P.E., P.S.
GREENE COUNTY ENGINEER

615 Dayton-Xenia Road
Xenia, Ohio 45385-2697
Office (937) 562-7500
Fax (937) 562-7510

Checklist For Survey Records

Date: _____

Surveyor Name: _____

Parcel #: _____

Note: This checklist is not intended to be all inclusive of the items checked or commented on. All users of this checklist must familiarize themselves with the Office of Greene County Engineer's Standards for Plat of Surveys, Legal Descriptions, and Records Plans along with the Ohio Administrative Code 4733-37 and Ohio Revised Code 711.01-40.

1. Accurate Title

a. GREENE COUNTY SURVEYORS RECORD BK _____ PAGE _____

2. Signature Blocks (see attached Exhibit A)

- a. Bottom Left
 - a. Surveyors
 - b. County Engineer
 - c. Zoning Township
 - d. RPCC/City/Village
- b. Bottom Right
 - a. Grantor
 - b. Grantee
 - c. Section/Town/Range or VMS
 - d. Township/City/Village
 - e. Date

3. Place of beginning (starting point) and monumentation described

- a. TPOB / POB
- b. Vicinity Map
- c. Monument Legend
 - a. Monuments set / found

4. Required information for all description courses
 - a. Show old parcel lines
 - b. Show Road Names & width
5. Adjoining owner(s) including volume and page (Instrument #), Survey Record, Acreage
6. References indicated as required.
7. Acreage shown to three decimal places
 - a. Breakdown of acreages if in different corporations, school districts, VMS or Section/Town/Range
 - b. Road Right of Way
8. Required information for any author is shown.
9. Additional information required as noted:

10. Closure requirements (1:10,000 and above)
 - a. Bearings, distances, and/or curve data for each course
11. Statement indicating basis of reference direction, North Arrow, and Graphic Scale Bar
12. Surveyed Parcel have the boundary lines shown with a heavier line
13. 18'X24' PAPER COPY OF SURVEY RECORD (ACREAGE) FOR ELECTRONIC FILING
 - a. Will need one (1) 11x17 paper copy of Survey Record being filed
 - b. Drawing can be Landscape or Portrait

SURVEY WILL BE SCANNED IN, GIVEN A BOOK AND PAGE NUMBER, signed by all entities (Engineer, Township, City, and/or RPCC)

Legal description will be stamped and signed and given back to the surveyor or courier. This document will be used to file with the new deed. Cannot be retyped or photocopied attached.

Additional Comments:



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Checklist For Survey Record Legal Description

1. Preamble and Breakdown of out of /all of acreage.
 - a. Owner and deed reference
 2. Point of Beginning a physically monumented point
 - a. Intersection
 - b. VMS / Section Town Range
 - c. Subdivision
 3. Monumentation at each corner described
 4. Does description meet closure requirements (1:10,000 and above)
 5. Prior deed references shown and parcel numbers
 6. Preparation Statement
 - a. Date of survey
 - b. Surveyor
 - c. Ohio Registration Number of surveyor that prepared the description
 7. State describing that survey is recorded in the Greene County Engineer's Survey Record
Volume _____ Page _____
 8. Basis of Bearing Statement
-

For Office Use Only

Date Received: _____

Reviewer Initials: _____