

Prior to taking the mylars to RPCC, Township, or City/Village, it needs signed by the Engineer's Office.

RPCC, Township, or City/Village will need to stamp/sign what has already been approved by the Engineer's Office.

1. Mylar

a. Retracement or over 10.00 acres can just be signed & filed

b. Township

i. Splits or combinations less than 10.00 acres (exception Caesarscreek Twp- requires all splits and combinations regardless of acreage)

a. Needs signed by the Township before it can be filed

ii. Splits less than 5.00 acres

a. Needs signed by RPCC and Township

c. City/Village

i. Any Splits or Combinations

a. Needs to be signed by the City/Village before it can be filed

2. Written legal description

a. Need to be stamped & signed

i. All surveys need to be stamped & signed by Engineer's Office

b. Township

i. Any splits less than 10.00 acres (exception Caesarscreek Twp- requires all splits and combinations regardless of acreage)

a. Needs signed by Township

c. City/Village

i. Any split/Combination

a. Needs signed by the City/Village

The **ORIGINAL STAMPED** written legal description needs filed with the new deed as Exhibit A that will be filed. The legal CANNOT be retyped or photocopied.