HAMILTON COUNTY, OHIO

TRANSFER & CONVEYANCE STANDARDS

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As Adopted Under Ohio Revised Code Section 319.203
Effective August 4, 1997
Revisions Effective: September 4, 2007

Definitions:

"County Engineer" Hamilton County Engineer - William W. Brayshaw
138 East Court St., Room 700
Cincinnati, OH 45202
Tax Map Department: (513) 946-4259

"County Auditor" Hamilton County Auditor - Dusty Rhodes
138 East Court St., Room 304
Cincinnati, OH 45202
Transfer Department: (513) 946-4015

"County Recorder" Hamilton County Recorder - Rebecca Prem Groppe
138 East Court St., Room 209
Cincinnati, OH 45202

"O.R.C" - Ohio Revised Code

"Professional Surveyor" - A person who engages in the practice of that branch of engineering commonly known as surveying and who is registered in the State of Ohio as a professional surveyor.

"County Commissioner" Hamilton County Commissioners
138 East Court St., Room 603
Cincinnati, OH 45202

"Approval" - The verification of agreement between the Survey Plat and the closure - not field verification.

"Area" - Calculation to the nearest ten thousandth (.0001) of an acre.

"Distance" - Shall be designated to the nearest hundredth (.01) of a foot.

Overview:

In August 1997 the Hamilton County Auditor and the Hamilton County Engineer adopted "Transfer & Conveyance Standards" (pursuant to section 319.203 of the Ohio Revised Code "Land Conveyance Standards") to provide a service to assure the public that the property being described on the legal document and the information provided on the state prescribed forms are accurate.

In August 1997 the Hamilton County Engineer's Tax Map Department assumed responsibility of checking the legal description of deeds presented to the Auditor for transfer.

The Hamilton County Auditor's staff accepts the responsibility of checking the deed for accuracy, making certain that the granting clause matches the prior deed, signatures, etc. They also check to make sure that the information on the deed matches the Real Property *Conveyance Fee Statement of Value and Receipt* or the *Statement of Reason for Exemption from Real Property Conveyance Fee*. Soon after the transfer is complete in the Auditor's Office, a Transfer Verification Letter is sent to the property owner to ensure that the information provided by the title company or attorney on the property owners' behalf is correct.

It should be understood that all situations cannot be covered in these Transfer & Conveyance Standards and, when such situations arise, they will be addressed as special situations by the Auditor and/or Engineer staff.

1. Application Of Transfer And Conveyance Rules

The following rules apply to any transfer and conveyance of an interest in real property made by conveyance, partition, devise, descent, court order, certificate of transfer, affidavit, or any other document that would cause any of the following:

A. Change In The Name Of Owner(s) Of Land

Any document that creates, transfers, or terminates any interest in land or minerals that would cause the County Auditor to change the name of the owner or any one of the owners must be presented to the County Auditor under O.R.C. 319.20.

B. Change In Description

Any document that changes, corrects, or amends the description of any parcel of land must be presented to the County Auditor under O.R.C. 5713.02.

C. Transfer Of Interest That May Affect True Value

Any document that creates, transfers, or terminates any interest in land that may affect the true value of a parcel for real property tax purposes must be presented to the County Auditor under O.R.C. 5713.03.

2. Special Transfers

The following transfers are subject to special requirements:

A. Transfer Of Survivorship Interest

A transfer of a survivorship interest shall be made pursuant to O.R.C. 5302.17 only upon certificate of transfer or upon affidavit to which is attached a certified copy of a death certificate of the deceased joint tenant.

B. Transfer By Affidavit Under O.R.C. 5301.252

A transfer of the name of the owner or any one of the owners may be made by affidavit pursuant to O.R.C. 5301.252(B)(1); the correction of a legal description may be made by affidavit pursuant to O.R.C. 5301.252(B)(4) and (B)(5); however, except in the case of the termination of a life estate or survivorship estate, no transfer shall be made by affidavit pursuant to O.R.C. 5301.252(B)(3).

3. Specific Requirements For All Documents Of Transfer

All documents transferring an interest in real property that are subject to O.R.C. 319.20, including all court orders and certificates of transfer, shall contain all of the following:

A. Reference To Prior Instrument Of Record

A reference to the County Recorder's volume and page of the record of the most recent prior recorded instrument by or through which the grantor claims title, as required by O.R.C. 319.20

B. Tax Mailing Address Of Grantee

A statement of the complete tax mailing address of the grantee or any one of the grantees as required by O.R.C. 319.20.

C. Identification Of Interest Conveyed

The grantor (or representative) shall inform the County Auditor in writing whether the grantor is conveying less than the grantor's current interest in the land. It is also the responsibility of the grantor (or representative) to inform the County Auditor what interest in the property each owner will have with the new deed of record. Total percentage must equal 100%.

D. Instruments To Conform To Law

All deeds and other instruments transferring an interest in Real Property shall conform to the laws of Ohio or the law of the place where the instruments were executed.

E. Documents of Transfer Shall Include The Auditor's Book, Page, and Parcel Number And Address

The document of transfer shall include the County Auditor's Book, Page and Parcel Number(s) of the land and the current site address of the property, if any.

F. Conveyance Forms

No instruments will be transferred unless accompanied by a properly completed DTE 100 *Conveyance Fee Statement of Value and Receipt* or DTE 100 EX *Statement of Reason for Exemption from Real Property Conveyance Fee*, <u>both of which are specifically approved for use in Hamilton County</u> and which complies with the standards described in Section 3 of this document.

3.1 DTE Form 100 - Real Property Conveyance Fee Statement of Value and Receipt & DTE Form 100 EX - Statement of Reason For Exemption From Real Property Conveyance Fee

The ***Real Property Conveyance Fee Statement of Value and Receipt*** (DTE Form 100) and ***Statement of Reason For Exemption From Real Property Conveyance Fee*** (DTE Form 100 EX) are prescribed by the State of Ohio and have been approved with Hamilton County information for specific use by the Hamilton County Auditor. The Hamilton County Auditor accepts ***ONLY*** these Hamilton County Forms.

DTE FORM 100

DTE Form 100 must be completely, accurately and legibly filled out and submitted to the Hamilton County Auditor's Transfer desk along with the legal document (i.e. deed) and any other documentation required by the Auditor's Office (i.e. Affidavit or signed Closing Statement*). This form is used when the transfer includes a sale of the property for any dollar amount.

**Please note: We will accept only professionally prepared Closing/Settlement Statements. If this type of document is not available, we will need a notarized affidavit stating the facts of the sale. We reserve the right to request a notarized affidavit if the document provided does not meet our standards.*

DTE FORM 100 EX

The ***Statement of Reason For Exemption From Real Conveyance Fee*** (DTE Form 100 EX) is to be used when the transaction is exempt from conveyance fees. Pursuant to OCR 315.54(F)(3) there are 23 reasons for exemption listed on the DTE 100 EX. As indicated on the form, exemption reasons "b" and "m" will always require an affidavit of facts. The affidavit should be prepared before bringing the documents to the transfer desk for transfer. The affidavit must be signed by a person who knows the facts and that signature must be notarized. The DTE Form 100 must be completely, accurately and legibly filled out and submitted to the Hamilton County Auditor's Transfer desk along with the legal documents.

Please note: An affidavit or other documentation may be required for any exemption reason.

Both DTE 100 & DTE 100 EX provide to Hamilton County property owners a standard, prescribed form which permits a final review of the paperwork being filed that transfers property from one owner to another in Hamilton County. The intent is not to replace required legal and title research that is part of a property transfer.

3.1.1 Completing DTE Form 100

Please do not write above "GRANTEE OR REPRESENTATIVE MUST COMPLETE ALL QUESTIONS IN THIS SECTION".

1. GRANTOR'S Information
   Name, address, and telephone number (optional) of the seller (GRANTOR)
2. GRANTEE'S Information
   Name and telephone number (optional) of buyer (GRANTEE)
3. Address of Property
   Address of property being transferred.
4. GRANTEE'S Mailing Address
   The permanent mailing address for the property owner to receive mail from the Auditor's office.
5. GRANTEE'S Tax Billing Address
   Address to which the semi-annual tax bills will be mailed to for payment.
6. Are there buildings on the land?
   YES or NO answer should be checked in appropriate box. If "YES" is checked then the type of dwelling must be specified. If multi-units the number of units must be provided. If the land is currently vacant the intended use should be specified.
7. Condition of Sale
   Check all boxes that are appropriate. If "OTHER" is checked then the type of instrument or transaction type must be specified.
8. Financial
   A. New Mortgage Amount (if any)
   B. Balance Assumed (if any)
   C. Cash (if any)
   D. Total Consideration (total of item 8A, 8B, and 8C)
   E. Portion, if any, of total consideration paid for items other than real property (i.e. Personal Property)
   F. Consideration for real property for which fee is to be paid (item 8D minus 8E)
   G. If gift, in whole or part, estimate market value of real property
   H. Type of mortgage (check appropriate box. If "OTHER", please specify).
   I. Name of Mortgagee (i.e. *NAME OF BANK OR LENDING INSTITUTION*).
9. Homestead Exemption
   If the GRANTOR (Seller) was qualified for the Homestead reduction for the preceding or current tax year, mark "YES" and complete DTE Form 101. If the GRANTOR was not eligible, mark "NO".
10. CAUV (Current Agricultural Use Value)
    If the GRANTOR (Seller) was qualified for the Current Agricultural Use Valuation (CAUV) for the preceding or current tax year, mark "YES" and complete DTE Form 102. If the GRANTOR was not eligible mark "NO".
11. 2½% Reduction
    If this property will be the GRANTEE'S principle residence by January 1 of next year, mark "YES". If it will not be GRANTEE'S principle residence, mark "NO".

3.1.2 Completing DTE Form 100 EX

Please do not write above "GRANTEE OR REPRESENTATIVE MUST COMPLETE ALL QUESTIONS IN THIS SECTION".

1. GRANTOR'S Information
   Name, address, and telephone number (optional) of the seller (GRANTOR)
2. GRANTEE'S Information
   Name and telephone number (optional) of buyer (GRANTEE)
3. Address of Property
   Address of property being transferred.
4. GRANTEE'S Mailing Address
   The permanent mailing address for the property owner to receive mail from the Auditor's office.
5. GRANTEE'S Tax Billing Address
   Address to which the semi-annual tax bills will be mailed for payment.
6. Reason for which no conveyance fee should be charged. An affidavit or court order may be requested and/or required for any items "a" thru "w". Please see the sample DTE 100 EX for the complete list of exemption reasons.
7. Homestead Exemption
   If the GRANTOR (Seller) was qualified for the Homestead reduction for the preceding or current tax year, mark "YES" and complete DTE Form 101. If the GRANTOR was not eligible, mark "NO".
8. CAUV (Current Agricultural Use Value)
   If the GRANTOR (Seller) was qualified for the Current Agricultural Use Valuation (CAUV) for the preceding or current tax year, mark "YES" and complete DTE Form 102. If the GRANTOR was not eligible, mark "NO".
9. 2½% Reduction
   If this property will be the GRANTEE'S principle residence by January 1 of next year, mark "YES". If it will not be GRANTEE'S principle residence, mark "NO".

4. Drop Off Procedures For More Than Five (5) Documents

Individuals presenting more than five (5) transfers at any one time or five (5) or less transfers totaling more than ten (10) parcels will be required to leave completed conveyance forms and executed deeds at the Auditor's transfer counter. Completed checks (i.e. blank checks or checks with anything left blank are not considered completed checks) may be left when dropping off a packet of work for the transfer staff. A total of not more than $5.00 cash can be left when dropping off a packet of work at the transfer counter.

Individuals dropping off more than fifteen (15) deeds at one time will have their work divided into two (2) (or more) separate packets.

Only simple transfers will be accepted as a drop off. Cut-ups, boundary surveys, plats, etc. may not dropped off and must be walked through the transfer process. Anyone submitting any such document should arrive at the transfer counter no later than 3:20 p.m. to process your documents. These documents require 7-10 business days to complete. Individuals will be notified when their work is complete.

Individuals will be required to leave a telephone number where they may be reached when their work is completed at the transfer counter. They should pick up their work from the transfer counter and take it to the Recorder for recording.

5. Transfer And Conveyance Fees

Transfer and Conveyance Fees are expected at the time the documents are presented for transfer. Fees are accepted by cash or check only. Checks should be made payable to the Hamilton County Auditor. Please do not include payment to other offices in Hamilton County (i.e. recording fees, engineer fees) in the check payable to the Auditor.

Checks presented to the Auditor must be accurate. The office is not able to provide change for checks written for more than the amount due. The office is unable to keep excess funds. Customers personally may add money to a check amount either in cash or an additional check if the original check provided is for an amount lower than the amount due. The Auditor will not accept blank checks to be left and filled in by Auditor staff. Please calculate the fees prior to dropping documents for transfer.

Any person who stops payment on a check which has been presented to transfer property, including transfers relating to the Forfeited Land Sale (and all associated fees), will be referred to the Hamilton County Prosecutor's office.

HAMILTON COUNTY FEES (As Of September 4, 2007)

REAL PROPERTY

Conveyance Fee	$3.00 per thousand dollars of the sale price
Transfer (Parcel) Fee	$ .50 per parcel described on the deed

Example Of Calculating Auditor Fees For Real Property:

Example Assumptions:	3 Parcels Purchase Price = $150,057 Purchase price is rounded to the nearest hundredth.
Conveyance Fee:	$150,057 rounded to $150,100 150.1 x 3 = 450.30
Transfer	3 Parcels x .50 = 1.50
Total Fees	$450.30 + $1.50 = $451.80

If transfer is exempt from conveyance only $.50/Transfer (Parcel) Fee will apply.

Plat Fees

Deed or Ordinance with a Plat	$2.00 (Payable to the Hamilton County Treasurer for the Hamilton County Engineer).
Deed with a Plat on file	No Plat Fee
Subdivision Plat	$.50 Parcel Fee (Payable to the Auditor) - No Plat Fee
Condominium Plat	$.50 Parcel Fee (Payable to the Auditor) - No Plat Fee

MANUFACTURED HOMES

Conveyance Fee	$1.00 per thousand dollars of the sale price
Transfer (Parcel) Fee	$ .50 per mobile home certificate being transfer

Example Of Calculating Auditor Fees For Manufactured Homes:

Example Assumptions:	Purchase Price = $25,025 Purchase price is rounded to the nearest hundredth.
Conveyance Fee:	$25,025 rounded to $25,100 25.1 x 1 = $25.10
Total Fees:	$25.10 + $.50 = $25.60

6. Quality of Documents

No transfer will be accepted by the County Auditor unless the documents presented meet all of the following requirements:

A. Original Required

The document of transfer must have the original signature of the grantor of affidavit. In most cases, a copy of a ***court order*** will be accepted, but the copy must bear the signature of a judge and show on its face that it has been filed with the Clerk of Courts or be a certified copy from the Clerk of Courts.

B. Poor Original Not Accepted

No document of transfer will be accepted which has attached to it a previous recorded document that is identified as a "Poor Original" or that is not legible to the County Auditor or County Engineer.

C. Illegible Writing

No document of transfer will be accepted in which the document or attachment to it is illegible as determined by the County Auditor or County Engineer.

D. Do not write in the top area of the form denoted as "FOR COUNTY AUDITOR'S USE ONLY". Write only below the area that states "GRANTEE OR REPRESENTATIVE MUST COMPLETE ALL QUESTIONS IN THIS SECTION". Doing so may result in the rejection of the document of transfer and a new form (DTE 100 or DTE 100 EX) will need to be completed.

E. County Engineer Approval

No document of transfer will be accepted which has not met the requirements of the County Engineer (see Section 12).

7. Sufficiency of Descriptions

A. Identification

The legal description(s) of an instrument of conveyance shall be sufficient to allow the County Auditor and County Engineer to identify the tax parcel(s) that are being transferred. Clerical errors that do not affect the County Auditor's and/or County Engineer's ability to identify the property will be disregarded, but clerical errors that cannot be resolved and/or an illegible legal description(s) will cause the County Auditor and/or the County Engineer to reject the transfer document.

B. Tax Parcel Descriptions

One of the following descriptions shall be used when filing documents that create an ownership interest in a tax parcel:

1. Platted Lot
   A platted lot shall be described by its lot number or other designation, the name of the subdivision as platted, and the Plat Book and Page(s) referenced from the County Recorder as required by O.R.C. 711.01 and 711.06.

2. Condominium Unit
   A condominium unit shall be described by its unit number or other designation and the name of the condominium project as set forth in the declaration, and the Plat Book and Page(s) reference from the County Recorder as required by O.R.C. 5311.10. If there is a mortgage we must have a signed mortgage consent. All new condominium phases must have a copy of the by-laws.

3. Metes and Bounds Legal Description
   Each tract of land that is not a platted lot or condominium unit shall be described by a metes and bounds legal description in accordance with these rules and must be approved by the County Engineer prior to transfer by the County Auditor.

4. No New Exception Clauses In Description
   No transfer will be approved by the County Auditor or the County Engineer where the description of the land sets forth a new exception clause to any metes and bounds legal description. An exception clause describes land that is included in the general legal description but that is not being transferred and is excepted out and identified by a separate legal description of its own.

8. Survey Plats

1. New Survey Plats and New Metes and Bounds Descriptions

   A new survey plat and a new metes and bounds legal description is required when any tract, lot or parcel that is being conveyed is not described in the same manner as the tract, lot or parcel described in the preceding conveyance of record.

2. Must Meet Minimum Standards

   All new survey plats and new metes and bounds descriptions required under Section 8 (1) must be made in accordance with the "Minimum Standards for Boundary Survey" in the State of Ohio as defined by Chapter 4733.37 of the Ohio Administrative Code along with the current requirements of the County Engineer (see Section 12).

3. Consolidation Plat/Boundary Survey

   The consolidation of parcels of same ownership requires a Consolidation Plat/Boundary Survey. The said survey plat must meet the requirements of the County Engineer (see Section 12), contain deed references of the consolidated parcels and the Book, Page, Parcel numbers of the consolidated parcels. ***Consolidations may never create cut-ups and all parcels must be in the same taxing district.***

9. Planning Commission Approval Of Parcel Split

1. Subdivision of Existing Parcel

   Any transfer or conveyance that causes a tax parcel to be split into a new parcel of five (5) acres or less, or leaves an existing parcel with five (5) or less acres, or otherwise is required to be approved by the appropriate planning commission, must be so approved before it will be accepted by the County Auditor.

2. Auditor Will Not Determine Exemptions.

   The County Auditor will not determine whether any split of five (5) acres or less is exempt from planning commission approval, and will accept only a communication from the appropriate planning commission that the split is exempt.

3. No Transfer By Plat.

   The County Auditor will not transfer (change the name of any owner of) any real property pursuant to a plat except by dedication of property to the public purpose upon acceptance by a political subdivision that is set forth on the plat or in a separate document.

10. Transfer Of Property In The Name Of A Trust

No transfer will be accepted where the grantee is solely in the name of a trust. The instrument must contain the name(s) of the trustee(s) as grantee(s).

11. Land That Is Split By Taxing District Boundaries

1. Where a tract of land that is described by a single metes and bounds legal description is located in more than one county, the Hamilton County Auditor may consult with the County Auditor(s) of the other county to determine the treatment of the land for real property tax purposes.

2. No single tax parcel shall be created by the County Auditor that is located in different taxing districts. Any land with the single metes and bounds legal description that is split by taxing district lines shall be made into separate tax parcels by the County Auditor. Any platted lot that is located on different plat pages shall be primarily shown and maintained by the County Auditor as the primary parcel on the page in which the front of the parcel is located.

12. Requirements of the Hamilton County Engineer

Outline of Conveyance Standards

A) General Statements

B) Requirements for Existing Metes and Bounds Legal Descriptions of Record

C) Requirements for New Metes and Bounds Legal Descriptions for Conveyance

D) Requirements for New Survey Plat for New Metes and Bounds Legal Description

E) Requirements for Survey Plat on File for New Metes and Bounds Legal Descriptions

F) Various Types of Survey Plats

G) Requirements to Submit Various Types of Survey Plats

H) Approval Requirement for Parcel Split (Cut-Up)

I) Approval Requirements for Consolidation Plat/Boundary Survey

J) Requirements for ties to County Survey Control Monuments

K) Special Cases

L) Appendices

I. Sample Plat Survey (PLSO)

II. Sample Air Rights Survey

III. Sample O.R.C. 7.11 Language

IV. Sample “I/We” Clause Language

V. Examples of Acceptable Basis of Bearing Statements

VI. Sample of Mathematical Closure

A) General Statements

1) The County Engineer does not guarantee the processing of instruments on the same day that they are submitted. The County Engineer will make every effort to process instruments containing simple descriptions as soon as possible. However, the County Engineer works on a "first-come, first-served" basis and the more complex or the more problems there are with the instruments, the more time each one takes. Parcel splits, consolidations, subdivisions, condominiums, and other survey plats may take several days for processing through the County Engineer.

2) If the County Engineer determines that the legal description in the instrument submitted for transfer or the survey plat does not meet the requirements of these standards, it shall notify the presenter and attempt to work out any technical deficiencies on an informal basis.

3) Not all situations can be covered by these standards and requirements. When such situations arise, they will be handled as special cases to be interpreted by the County Engineer and/or County Auditor.

B) Requirements for Existing Metes and Bounds Legal Descriptions of Record

1) All existing metes and bounds legal descriptions of record will be checked by the County Engineer to verify and identify to the County Auditor the tax parcel(s) to be conveyed.

2) All existing metes and bounds legal descriptions of record must be described verbatim as witnessed by the instrument of conveyance of previous record and transfer. The corrections of scribe errors, omissions, or other typographical mistakes are permitted.

3) All existing metes and bounds legal descriptions of record must list the prior instrument of conveyance reference (deed reference) from the County Recorder.

4) Any existing metes and bounds legal description whose parcel(s) have, since the previous conveyance, been incorporated into a municipality or other political subdivision by means of annexation must be changed to reflect its new corporate location within the situate of the said metes and bounds legal description of the instrument of conveyance.

5) The County Engineer will make the necessary marginal notations on the instrument of conveyance to verify the tax parcel(s) to be conveyed and will stamp the said instrument with a stamp that shall read "Description Acceptable" verifying acceptance to the County Auditor.

6) If the existing metes and bounds legal description of an instrument of conveyance is determined to be deficient by the County Engineer, then one of the following items apply:

a) Incomplete Legal Description - A metes and bounds legal description that is reasonably good to identify the tax parcel(s). However, over a period of time scribe errors have occurred in the said legal description to hinder the tax parcel's identity to the County Auditor and/or County Engineer. If any instrument of conveyance is discovered to have an incomplete legal description, then the said incomplete legal description instrument of conveyance shall be corrected before the conveyance of the tax parcel(s) can occur. The correction can be accomplished by one of the following items:

i) Based upon supporting legal description documentation supplied by a title company, title attorney, etc…, the County Engineer may accept the corrected legal description.

ii. A new metes and bounds legal description may be written without a new survey plat. See "Section K - Special Cases - 2) New Metes and Bounds Legal Description Without New Survey Plat".

iii. A new metes and bounds legal description with a new survey plat.

b) New Survey Required - Involves a metes and bounds legal description that is so ambiguous in its structure that its correct location or identification of the tax parcel(s) is questionable to the County Auditor and/or County Engineer. If any instrument of conveyance is discovered to have an ambiguous legal description, then a new metes and bounds legal description and new survey plat will be required before the conveyance of the tax parcel(s) can occur.

c) Exceptions in Legal Description - Describes land that is included in the general legal description but, the land is not being transferred, is excepted out, and identified by a separate legal description of its own. If any instrument of conveyance is discovered to have an exception or exceptions in the legal description, then the County Engineer will request a copy of the prior recorded instrument of conveyance. If the said prior recorded instrument of conveyance contains the legal description verbatim, then the instrument of conveyance to be transferred will be stamped "Conditional Approval - Exceptions in Description". This stamp verifies there are prior exceptions within the legal description of the tax parcel(s) and no new exceptions were created before the conveyance was approved.

C) Requirements for New Metes and Bounds Legal Description for Conveyance

1) All new metes and bounds legal descriptions not previously recorded must be prepared, signed, dated, and stamped by a Professional Surveyor and must be in compliance with the O.A.C. 4733-37.

2) All new metes and bounds legal descriptions shall not contain any exception clauses.

3) In addition, the following items shall be required:

a) The situate must denote the state, county, township name, section, township number, entire/fractional range, or Virginia Military District survey name and number, municipality, subdivision, Registered Land certificate number, etc.

b) The situate must denote recorded title and deed reference as to the tract(s) of origination.

c) All new metes and bounds legal descriptions must be referenced to an established point of being such as centerline intersections of streets and roads of record, established subdivision lot corners or lines of record, section and/or half section corners or lines, or Virginia Military District Survey corners or lines, established Registered Land corners or lines, or other established points approved by the County Engineer. Established property corners or lines of record can be used on new metes and bounds legal descriptions but need to be further defined by the aforementioned established corners or lines for verification on the tax map.

d) Each course of a new metes and bounds legal description must contain a bearing expressed in degrees, minutes, and seconds, a distance recited in feet and decimal parts thereof from the point of origination to a point of termination of each course.

e) Any course of a new metes and bounds legal description which is a curve must contain the direction (right or left), radius (expressed in feet and decimal parts thereof), the central angle (expressed in degrees, minutes, and seconds), curve length (express in feet and decimal parts thereof), chord bearing (expressed in degrees, minutes, and seconds), and chord length (expressed in feet and decimal parts thereof) of the curve.

f) Each course of new metes and bounds legal description must show all other common lines such as centerline of roads, right of way lines, section lines, half section lines, Virginia Military District Survey lines, Registered Land lines, rivers, streams, or any other pertinent common line of record or interest as witnessed by the Professional Surveyor for the conveyance.

g) All references to roads, rivers, streams, railroads, etc., must use current or existing names of record.

h) The Professional Surveyor shall state the type, size, and indicate either found or set of all monumentation. The abbreviations of "I.P." and/or "I.P.P." to identify found or set monumentation are not acceptable.

i) All new metes and bounds legal descriptions must indicate the total area and the right of way area as applicable.

j) Whenever a new metes and bounds legal description encompasses two or more taxing districts, or two or more tax parcels, a breakdown of districts, or two or more tax parcels, a breakdown of the total area must be recited for each tax district or parcel.

k) All new metes and bounds legal descriptions will be subject to computer verification as to the accuracy of the traverse closure (1/15,000 minimum allowable traverse closure) of the area as described.

l) All new metes and bounds legal descriptions must list the prior instrument of conveyance reference (deed reference) from the County Recorder.

m) All new metes and bounds legal descriptions which meet all of the aforementioned requirements will be stamped by the County Engineer as "Description Acceptable" and the proper notations will be made on the instrument of conveyance verifying a correct tax structure to the County Auditor.

n) The new metes and bounds legal description must match the new survey plat.

D) Requirements for New Survey Plat for New Metes and Bounds Legal Description

1) Professional Surveyor shall prepare a new survey plat showing each new metes and bounds legal description indicating all pertinent surveying information. A copy of the new survey plat shall be filed with the County Engineer.

2) All new survey plats must be signed, dated, and stamped by Professional Surveyor, and in compliance the O.A.C. 4733-37. See "Appendix I" for sample of a new survey plat.

3) In addition, the following items shall be required:

a) Information established in "Section C - Requirements for New Metes and Bounds Legal Description for Conveyance - Items 3a) thru 3j)" needs to be shown on the new survey plat.

b) All existing title and source of title of adjoining owners along each boundary line of the new survey plat must be properly indicated.

i) The adjoining ownership information shall include the following:
- a) Name(s) by which the current or cited adjoiner(s) took title.
- b) Deed Reference (Deed Book/Official Record and Page(s) from the County Recorder). If adjoiner(s) is/are Registered Land, then both the Deed Reference and the Registered Land Certificate Number need to be shown.

ii) In circumstances when the adjoining ownership is an entire lot in a subdivision recorded in the County Recorder's Office, then information shall include the following:

a. Name of the recorded subdivision.
b. Subdivision Reference (Plat Book and Page(s) from the County Recorder).
c. Lot Number.

iii) In circumstances when the adjoining ownership is a condominium recorded in the County Recorder's Office, then information shall include the following:

a. Name of the recorded condominium.
b. Condominium Reference (Plat Book and Page(s) from the County Recorder).

c) The basis of bearing statement on all new survey plats to be filed with the County Engineer must be stated with the County Recorder's reference to a deed of record and/or plat of record, or a road improvement plan of record along with the bearing being used. The State Plane Coordinate System, Ohio South Zone, NAD 1927, or NAD 1983 may also be used as a basis of bearing. An assumed bearing system shall only be used if there are no bearings shown of record. See "Appendix V" for examples of basis of bearing statements approved by the County Engineer.

d) Show all monumentation, as cited by the metes and bounds legal description, together with a legend of symbols used to identify the subject monumentation showing the type, size, and indicating either found or set. If all monuments are identified individually, no legend will be required. The abbreviations of "I.P." and/or "I.P.P." to identify found or set monumentation are not acceptable.

e) The road right of way widths shall be shown on the survey plat for all roads within and/or adjoining the parcel. If the width varies within and/or adjoining the parcel, the variances shall be shown from the right of way information available.

f) A mathematical closure, including an error of closure for each parcel described shall be submitted with the new survey plat. The mathematical closure(s) can be submitted on separate sheet(s) of paper and must match the bearings and distances used on the new survey plat. If the parcel described on the new survey plat is a rectangle or a parallelogram, then the mathematical closure is not required for submission. See "Appendix VI" for a mathematical closure example.

g) All mathematical closures submitted with the new survey plat will be subject to computer verification as to the accuracy of the traverse closure (1/15,000 minimum allowable traverse closure) of the area described.

h) All new survey plats need to be at one of the following sheet sizes: 8½" x 11", 8½" x 14", 11" x 17", 18" x 24", 22" x 34", 24" x 36" or 36" x 48".

i) All new survey plats need to be at one of the following scales: 1" = 10', 20', 30', 40', 50', 60', 100', 200', 300', 400', or 500' and have minimum letter size of 0.06' (10 Point Lettering).

j) All new survey plats are subject to the requirements for county survey control monument ties. See "<u>Section J - Requirements for Ties to County Survey Control Monuments</u>".

k) The new survey plat must match the new metes and bounds legal description.

E) Requirements for Survey Plat on File for New Metes and Bounds Legal Description

1. Information established in "Section C - Requirements for New Metes and Bounds Legal Description for Conveyance" shall be followed.

2. The new metes and bounds legal description must match the survey plat on file.

3. The survey plat on file must show the total area of each parcel to be described in the new metes and bounds description(s). If the survey plat on file does not satisfy this requirement, then a new survey plat as established in "Section D - Requirements for New Survey Plat for New Metes And Bounds Legal Description" will be required.

4. If the survey plat on file contains any O.R.C. 7.11 language or any approval stamp from a planning commission for the purpose of a parcel split (cut-up), the survey plat will not be accepted as the official document for the parcel split to be created. Information established in "Section H - Approval Requirements for Parcel Split (Cut-Up)" shall be followed. However, the same survey plat on file can be used for the remainding parcel(s), if applicable.

5. A mathematical closure, including an error of closure for each parcel described, shall be submitted with the new metes and bounds legal description. The mathematical closure(s) can be submitted on a separate sheet(s) of paper unless the closure(s) is/are within the body of the survey plat on file. The mathematical closure must match the bearings and distances used on both the new metes and bounds legal description and the survey plat on file. If the parcel described on the survey plat on file is a rectangle or a parallelogram, then the mathematical closure is not required for submission. See "Appendix VI" for a mathematical closure example.

6. All mathematical closures submitted with the new metes and bounds legal description and within the body of the survey plat on file will be subject to computer verification as to the accuracy of the traverse closure (1/15,000 minimum allowable traverse closure) of the area as described. If the survey plat on file does not satisfy this requirement, then a new survey plat as established in "Section D - Requirements for New Survey Plat for New Metes And Bounds Legal Description" will be required.

F) Various Types of Survey Plats

1. Survey for New Metes and Bounds Legal Description
2. Parcel Split (Cut-up) Survey
3. Consolidation Plat/Boundary Survey
4. Dedication Plat
5. Vacation Plat
6. Subdivision Plat
7. Condominium Plat
8. Air Rights Survey
9. Annexation Plat

G) Requirements to Submit Various Types of Survey Plats

1. Survey for New Metes and Bounds Legal Description

a. Need one scaled paper copy of survey plat. In circumstances where Registered Land parcel(s) is/are involved, one scaled mylar of the survey plat is required.

b. Need the executed instrument of conveyance

c) Need the new metes and bounds legal description(s) (if not already within the body of the executed instrument of conveyance).

d) Need mathematical closure including an error of closure for each parcel described (if not already on the survey plat).

e) If Registered Land parcels are involved and do not cover the entire survey, then the following applies:

i) Need to be shown on the survey plat:

1) The Registered Land parcel line(s) with bearings and distances.

2) The area of the Registered Land parcel(s).

ii) Need the Registered Land metes and bounds legal description(s) and the new perimeter metes and bounds legal description(s) (if not already within the body of the executed instrument of conveyance).

2. Parcel Split (cut-up) Survey

a) Need one scaled paper copy of the survey plat. In circumstances where Registered Land parcel(s) is/are involved, one scaled mylar of the parcel split survey plat is required.

b) Need the executed instrument of conveyance.

c) Need the appropriate O.R.C. 7.11 language or the appropriate planning commission approval stamp within the body of the executed instrument of conveyance. See "Section H - Approval Requirements for Parcel Split (cut-up)".

d) Need the new metes and bounds legal description(s) (if not already within the body of the executed instrument of conveyance).

e) Need mathematical closure including an error of closure for each parcel described (if not already on the parcel split survey plat).

f) If Registered Land parcels are involved and do not cover the entire parcel split survey, then the following applies:

i) Need to be shown on the parcel split survey plat:

1) The Registered Land parcel line(s) with bearings and distances.
2) The area of the Registered Land parcel(s).

ii) Need the Registered Land metes and bounds legal description(s) and the new parcel split metes and bounds legal description(s) (if not already within the body of the executed instrument of conveyance).

3. Consolidation Plat / Boundary Survey

a) Need one scaled and signed mylar or original and one paper copy of plat.

b) No metes and bounds legal description required unless Registered Land parcels are involved.

c) Need the "I,We" Clause shown on the Consolidation Plat/Boundary Survey. See "Section I – Approval Requirements for Consolidation Plat/Boundary Survey".

d) Need to show the perimeter of the Consolidation Plat/Boundary Survey. Interior parcel lines are not to be shown unless Registered Land parcels are involved.

e) If Registered Land parcels are involved and do not cover the entire perimeter of the Consolidation Plat/ Boundary Survey, the following must be shown on the plat:

1) The Registered Land parcel line(s) with bearings and distances.

2) The area of the Registered Land parcel(s).

f) Need mathematical closure including an error of closure for the perimeter described on the Consolidation Plat/Boundary Survey (if not already on the survey plat).

4. Dedication Plat

a) Need one scaled and signed paper copy of plat.

b) Need the certified copy of the dedication ordinance.

c) Need the new metes and bounds legal description(s) for each of the grantors involved (if not already within the body of the certified copy of the dedication ordinance).

d) Need mathematical closure, including an error of closure for each dedicated parcel described (if not already on the plat).

5. Vacation Plat

a) Need one scaled and signed paper copy of plat.

b) Need the certified copy of the vacation ordinance.

c) Need the new metes and bounds legal description(s) for each of the adjacent landowners involved (if not already within the body of the certified copy of the vacation ordinance).

d) Need mathematical closure including an error of closure for each vacated parcel described (if not already on the plat).

6. Subdivision Plat

a) Need one scaled and signed mylar set and two paper copy sets of plat.

b) If the subdivision plat is a "Replat", then a unique identifier shall be added to the title of the replatted sub division plat. For example: "Replat of Lots 1 and 2 of John Doe Subdivision" would not be acceptable. How ever, "John Doe Subdivision – Phase 2 – Replat of Lots 1 and 2 of John Doe Subdivision" is acceptable.

7. Condominium Plat

a) Need one scaled and signed mylar set and two paper copy sets of plat.

b) Need one signed original and one copy of the Condominium Declarations/Amendments.

c) Need the metes and bounds description of the perimeter of Condominium Plat (if not already within the body of the Condominium Declarations/Amendments). The metes and bounds legal description must match the perimeter of the Condominium Plat. If the parcel(s) involved with the Condominium Plat is/are entire lot(s) in a subdivision and the perimeter of the Condominium Plat matches exactly with the perimeter of the subdivision lot(s), then the platted lot legal description(s) is/are acceptable.

d) Need mathematical closure including an error of closure for the perimeter of the Condominium Plat (if not already on the plat).

8. Air Rights Survey

a) Need one scaled paper copy of survey plat. In circumstances where Registered Land parcel(s) is / are in volved, one scaled mylar of the survey plat is required.

b) Need to show a cross section view of the air rights parcel(s) on the survey plat. See "Appendix II" for example of air rights cross section view.

c) Need the executed instrument of conveyance.

d) Need the appropriate O.R.C. 7.11 language or the appropriate planning commission approval stamp within the body of the executed instrument of conveyance. See "Section H - Approval Requirements for Parcel Split (Cut-Up)".

e) Need the new metes and bounds legal description(s) (if not already within the body of the executed instrument of conveyance).

f) If Registered Land parcels are involved and do not cover the entire survey, then the following applies:

i) Need to be shown on the survey plat:

1) The Registered Land parcel line(s) with bearings and distances.
2) The area of the Registered Land parcel(s).

ii) Need the Registered Land metes and bounds legal description(s) and the new perimeter metes and bounds legal description(s) (if not already within the body of the executed instrument of conveyance).

g) Need mathematical closure including an error of closure for each air rights parcel described (if not already on the survey plat).

9. Annexation Plat

a) Need one scaled and signed paper copy of plat.

b) Need the certified copy of the annexation ordinance.

c) Need the new metes and bounds legal description of the perimeter of the annexation (if not already within the body of the certified copy of the annexation ordinance).

d) Need mathematical closure including an error of closure for the perimeter of the annexation (if not already on the plat).

H) Approval Requirements for Parcel Split (Cut-Up)

1. Any conveyances from owner/original grantor to the owner/grantee for parcel split purposes will not be accepted unless the appropriate planning commission approves the parcel split.

2. Requirements for Parcel Split (Cut-Up) Without Planning Commission Approval

a) "O.R.C. 7.11 – Transfer Between Adjacent Land Owners"

1) The grantee of the transfer must be an adjacent landowner. A grantor cannot be his / her own grantee of the parcel split.

2) The transfer must come out of only one tax parcel.

3) The language needs to be in the body of the instrument of conveyance. See "Appendix III".

b) "O.R.C. 7.11 – Transfer Greater Than Five Acres"

1) A grantor cannot be his/her own grantee of the parcel split.
2) The transfer must come out of only one tax parcel.
3) The transfer must be greater than five (5) acres.
4) The remainder of the transfer must be greater than five (5) acres.
5) The language needs to be in the body of the instrument of conveyance. See "Appendix III".

3. Requirements For Parcel Split (Cut-Up) With Planning Commission Approval

a) Need the approval stamp from the appropriate planning commission and to be within the body of the instrument of conveyance.

b) The parcel split survey plat that accompanies the instrument of conveyance does not need to have any O.R.C. 7.11 language or an approval stamp within the body of the survey plat unless the appropriate planning commission requires it. However, the said parcel split survey plat will not be accepted as the official document for the parcel split to be created. This includes any stamped parcel split survey plats that are on file with the County Engineer.

I) Approval Requirements For Consolidation Plat/Boundary Survey

1) All tax parcels must have identical ownership.
2) All tax parcels must be contiguous.
3) All tax parcels must be in the same taxing district.
4) "Air rights" parcels can be consolidated as long as it satisfies the requirements of items 1) thru 3) as stated above.
5) The "I, We" clause must be on the Consolidation Plat/Boundary Survey, signed by the owner(s), and notarized by a notary public. See Appendix IV.
6) A Consolidation Plat/Boundary Survey cannot create the following:
   a) An instrument of conveyance.
   b) Any type of tax parcel split (cut-up). This includes "cut-up out of consolidation" split.

J) Requirements for Ties to County Survey Control Monuments

1) A County Survey Control Monument is defined as a benchmark monument usually identified by a four-digit number or a section corner monument accepted by and shown in the record of the County Engineer's Office.

2) All survey plats (excluding Annexation, Condominium, Dedication, and Vacation Plats) are subject to County Survey Control Monument ties.

3) Subdivision Plats

a. All Subdivision Plats are required to tie into two County Survey Control Monuments regardless of the distance from the perimeter of the subdivision.

b. As an alternative, State Plane Coordinates (NAD 1983 – Ohio South Zone) can be used as long as there is a minimum of two subdivision corners defined.

4) Parcel Split (Cut-Up) Surveys and Air Rights Surveys

All Parcel Split (Cut-Up) Surveys are required to tie into two County Survey Control Monuments if the following conditions exist:

a. The parcel split or the remainder parcel is equal to or greater than one acre and both said parcels are outside the boundaries of an existing recorded subdivision.

b. One County Survey Control Monument is within ½ mile radius of the perimeter of the parcel split or the remainder parcel and the second County Survey Control Monument is within ½ mile radius of the said perimeter or the said first County Survey Control Monument.

c. As an alternative, State Plane Coordinates (NAD 1983 – Ohio South Zone) can be used as long as there is a minimum of two property corners defined on the parcel split or on the remainder parcel.

5) Surveys for New Metes and Bounds Legal Description and Consolidation Plats/Boundary Surveys the said Survey Plats are required to tie into two (2) County Survey Control Monuments if the following conditions exist:

a. The parcel is equal to or greater than one (1) acre and is outside the boundaries of an existing recorded subdivision.
b. One County Survey Control Monument is within ½ mile radius of the perimeter of the parcel and the second County Survey Control Monument is within ½ mile radius of the said perimeter or the said first County Survey Control Monument.
c. As an alternative, State Plane Coordinates (NAD 1983 – Ohio South Zone) can be used as long as there is a minimum of two (2) property corners defined on the parcel.

6. All survey plats (excluding Annexation, Condominium, Dedication, and Vacation Plats) need to denote the County Survey Control Monument ties. It is preferred to denote the said ties on the survey plat. Break lines and details are acceptable to use on the survey plat. A tie call needs to show a bearing and distance from a property corner to a County Survey Control Monument. Proper identification of both County Survey Control Monuments is required. If State Plane Coordinates (NAD 1983 – Ohio South Zone) are used, then a Northing Coordinate and Easting Coordinate need to be listed at the defined property corner.

K) Special Cases

1) Cut-Up Out of Consolidation

a) Need the executed instrument of conveyance.

b) Need the legal description (if not already within the body of the executed instrument of conveyance).

c) Parcel split (cut-up) survey plat is not required if the following conditions are satisfied:

i) The conveyance follows existing tax parcel boundaries.
ii) The legal description comes from a prior recorded instrument of conveyance.

2) New Metes and Bounds Description Without New Survey Plat

a) This method only pertains to existing metes and bounds legal descriptions labeled as an “incomplete legal description" and to “Vacated Tax Parcels Without Transferable Legal Descriptions”.

b) This method is subject to the rules and regulations of the Registered Land Department of the County Recorder’s Office.

c) The new metes and bounds legal description must satisfy the following conditions:

i) The said legal description shall state that it was prepared without a field survey from existing records, recorded and/or on file from the County Auditor, County Engineer, and/or County Recorder. The existing records used shall also be referenced on the said legal description.

ii) The said legal description shall follow the information established in “Section C - Requirements for New Metes and Bounds Legal Description for Conveyance”.

3) Vacated Tax Parcels Without Transferable Legal Descriptions

a) The vacation ordinance must be recorded prior to January 1, 1998.

b) Need the executed instrument of conveyance

c) Need the new metes and bounds legal description (if not already within the body of the executed instrument of conveyance).

d) The New metes and bounds legal description shall follow the information established above “Section K - Special Cases - 2) New Metes and Bounds Description Without New Survey”.

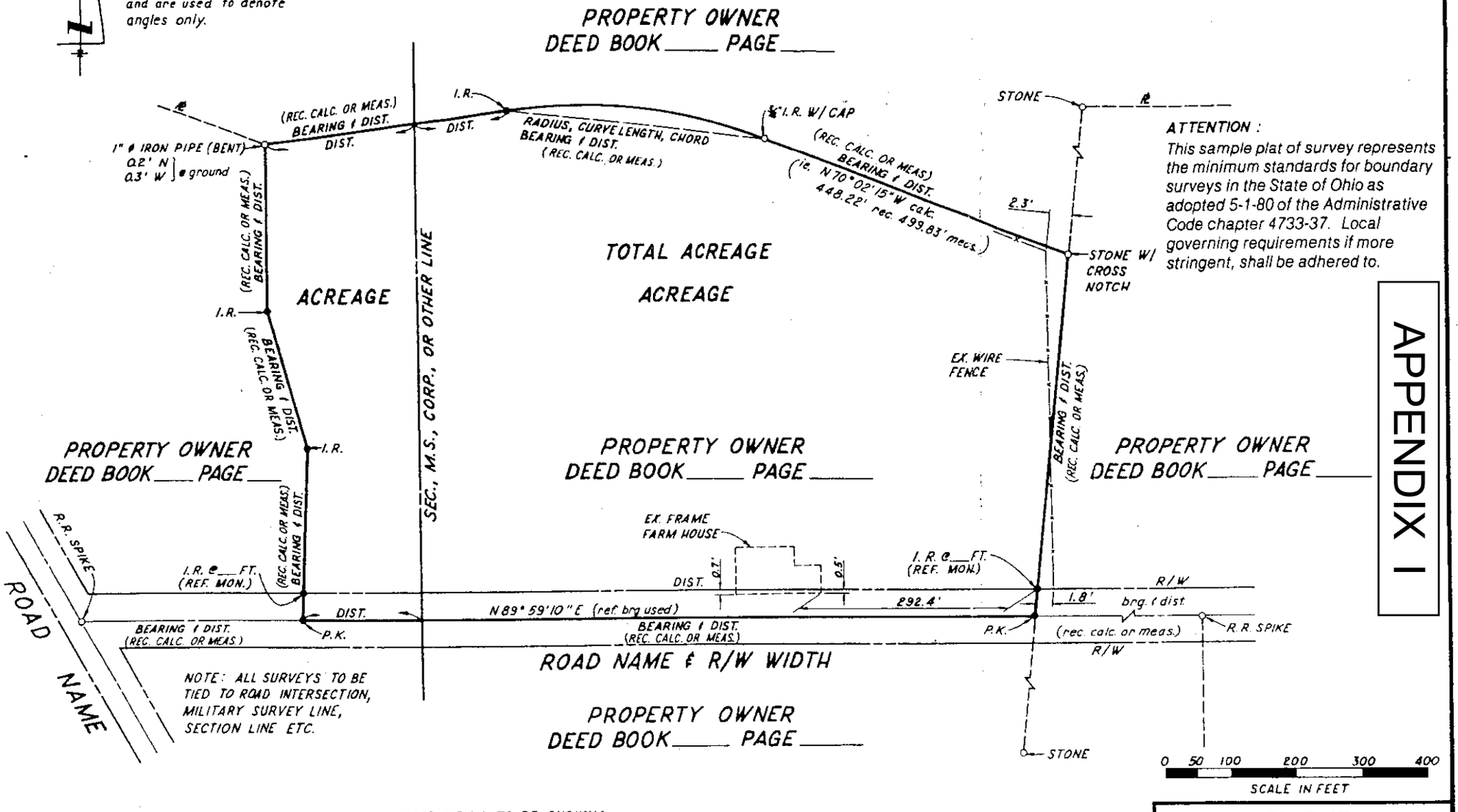
SAMPLE PLAT OF SURVEY

COUNTY, OHIO
TOWNSHIP, CITY
SUBDIVISION & LOT Nº.
SECTION, TOWN, RANGE OR MILITARY SURVEY Nº.

CLEAR STATEMENT AS TO THE BASIS OF THE REFERENCE DIRECTION USED.
ie. bearings shown hereon are to an assumed meridian and are used to denote angles only.

DEED REFERENCE
BOOK ____ PAGE ____

PERTINENT DOCUMENTS AND SOURCES OF DATA USED:
ie. county road records P.B. 10 P. 21



NOTE: ALL SURVEYS TO BE TIED TO ROAD INTERSECTION, MILITARY SURVEY LINE, SECTION LINE ETC.

ATTENTION:
This sample plat of survey represents the minimum standards for boundary surveys in the State of Ohio as adopted 5-1-80 of the Administrative Code chapter 4733-37. Local governing requirements if more stringent, shall be adhered to.

APPENDIX I

LEGEND
- ○ MONUMENT FOUND
- • MONUMENT SET

NOTE: SHOW MATERIAL, SIZE, POSITION & CONDITION AT EACH MONUMENT

INFORMATION TO BE SHOWN:
LINE CITED IN THE DEED DESCRIPTION AND THE RELATIONSHIP OF THE PROPERTY TO THIS CONTROL.
GENERAL NOTATION DESCRIBING THE EVIDENCE OF OCCUPATION THAT MAY BE FOUND ALONG EVERY BOUNDARY OR OCCUPATION LINE.

SURVEYORS SEAL

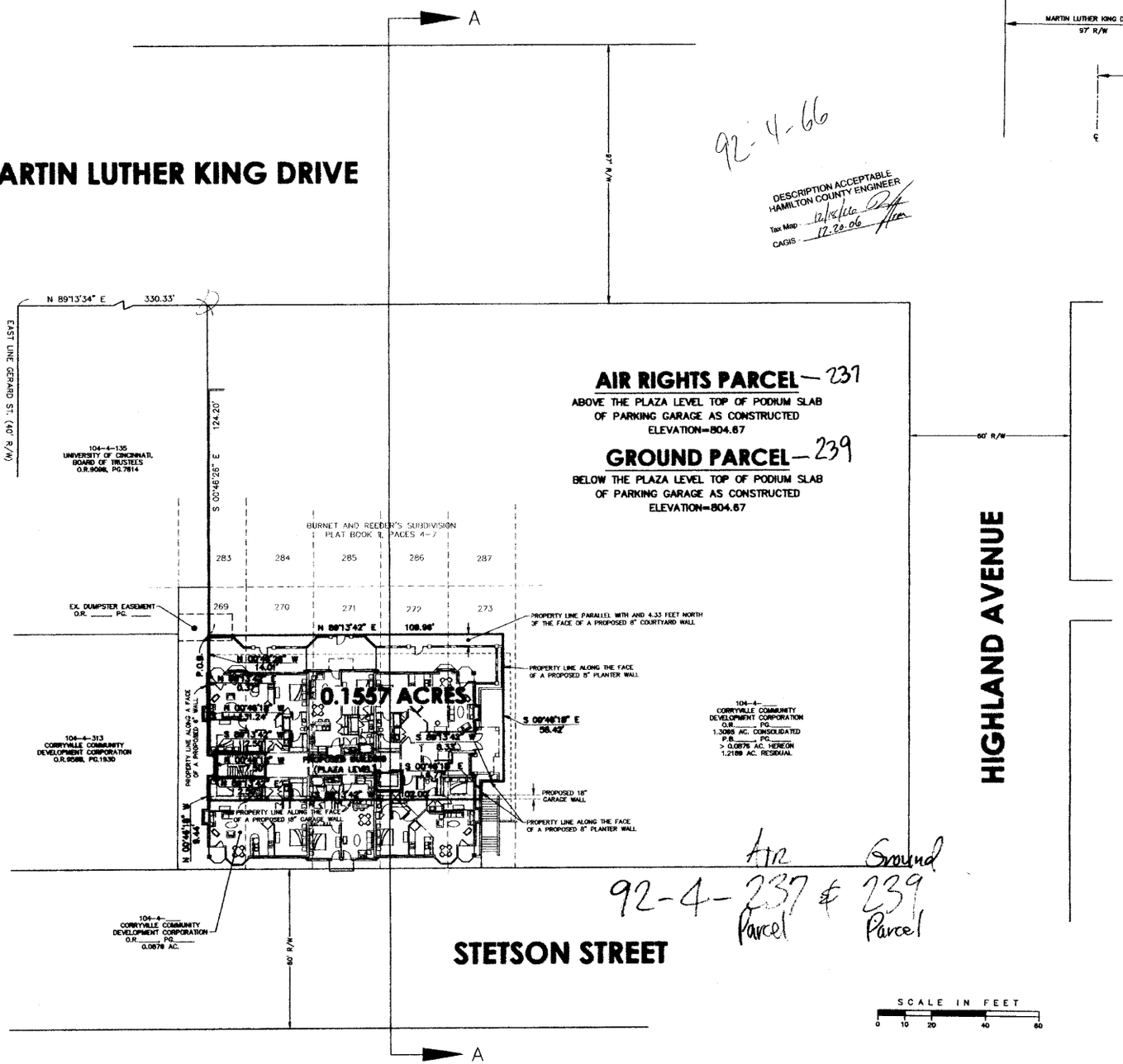
Signature
NAME OF SURVEYOR
OHIO REG. Nº.

CLIENT INFORMATION
SURVEY CO. INFORMATION
DATE: _____ SCALE: _____

APPENDIX II

92-4-66

DESCRIPTION ACCEPTABLE
HAMILTON COUNTY ENGINEER
Tax Map: 12/18/06
CAGIS: 12.28.06



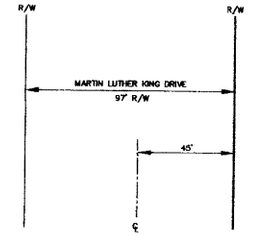
AIR RIGHTS PARCEL — 237

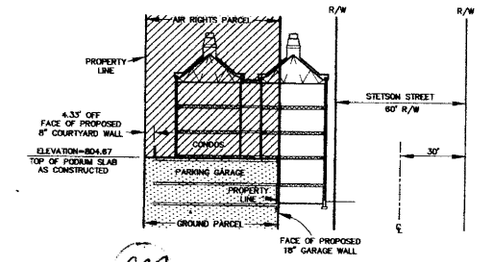
ABOVE THE PLAZA LEVEL TOP OF PODIUM SLAB
OF PARKING GARAGE AS CONSTRUCTED
ELEVATION=804.67

GROUND PARCEL — 239

BELOW THE PLAZA LEVEL TOP OF PODIUM SLAB
OF PARKING GARAGE AS CONSTRUCTED
ELEVATION=804.67

92-4-237 Air Parcel & 239 Ground Parcel





(A) SECTION
1"=30'

237 DENOTES AIR RIGHTS PARCEL (0.1557 AC.)

239 DENOTES GROUND PARCEL (0.1557 AC.)

NORTH

CLOSURE:

Correct End - N: 5000.00000 E: 10000.00000
Calc. End - N: 4999.99999 E: 9999.99946
Error - N: -0.0000 E: -0.0005 Total: 0.0005 Brg: N 89-13-38 E
Distance Traversed: 350.0400 Closure: 644191

No Adjustment

Bearing	Distance	North	East
		5000.00000	10000.00000
N 89-13-42 E	109.9600	5001.48091	10109.95003
S 00-46-18 E	55.4200	4946.06594	10110.69641
S 89-13-42 W	8.3300	4945.95375	10102.36716
S 00-46-18 E	6.7700	4939.18436	10102.45834
S 89-13-42 W	102.0000	4937.81066	10000.46759
N 00-46-18 W	9.4400	4947.24980	10000.34046
N 89-13-42 E	2.5000	4947.28347	10002.84023
N 00-46-18 W	7.5000	4954.78279	10002.73982
S 89-13-42 W	2.5000	4954.74912	10000.23945
N 00-46-18 W	31.2400	4985.98629	9999.81872
N 89-13-42 E	0.3700	4985.99127	10000.18868
N 00-46-26 W	14.0100	4999.99999	9999.99946

Approx. Sq. Feet: 6781 Acres: 0.1557

NOTES:

BEARINGS BASED ON UNIVERSITY OF CINCINNATI, BOARD OF TRUSTEES DEED AS RECORDED IN OFFICIAL RECORD BOOK 8088, PAGE 7814, HAMILTON COUNTY, OHIO RECORDER'S OFFICE.

ELEVATIONS BASED ON AN EXISTING SEWER INVERT OF 726.28 AS SHOWN ON SHEET No. 338-2 OF SEWER RECORDS OF THE CITY OF CINCINNATI. SAID SEWER INVERT BEING LOCATED IN ROCHELLE STREET, 80 FEET EAST OF VAUGHN STREET.

MONUMENTS GENERALLY IN GOOD CONDITION UNLESS NOTED OTHERWISE.

SURVEY BASED ON (1) FIELD EVIDENCE (2) DEEDS & PLATS OF RECORD NOTED HEREON (3) SURVEY PREPARED BY R.D. ZANDE DATED MARCH 2000.

P.O.B. --> GPS STATION 8823 = N 58°08'28" W, 1149.28'
P.O.B. --> GPS STATION 7028 = N 75°07'08" E, 8288.53'
GPS STATION 8823 --> GPS STATION 7028 = N 82°06'42" E, 7099.75'

THE SURVEYOR FINDS SETTING BOUNDARY MONUMENTS OR REFERENCE MONUMENTS AT OR NEAR PROPERTY CORNERS TO BE IMPRACTICABLE DUE TO ONGOING CONSTRUCTION, THEREFORE MONUMENTATION MEETING MINIMUM STANDARDS FOR BOUNDARY SURVEYS IN THE STATE OF OHIO WILL BE SET UPON COMPLETION OF IMPROVEMENTS.

SURVEYORS SEAL

Signature
NAME OF SURVEYOR
OHIO REG. No.

SCALE IN FEET
0 10 20 40 80

Revision	By	Date
PER COMMENTS	CR	5/24/06

PLAT OF SURVEY

BEING A PART OF LOTS 269 THRU 273 OF
BURNET AND REEDER'S SUBDIVISION
PLAT BOOK 1, PAGES 4-7, H.C.O.R.O.
SECTION 14, TOWN 3, FRACTIONAL RANGE 2
CINCINNATI TOWNSHIP, CITY OF CINCINNATI
HAMILTON COUNTY, OHIO

CLIENT INFORMATION

SURVEY CO. INFORMATION

DATE: _____ SCALE: _____

APPENDIX III

Recitation to be included in deeds where transfers between adjacent land owners are claimed to be exempt and deeds are not approved by agent or planning commission.

This conveyance is a transfer between adjoining lot owners made in compliance with Section 711.001, Subsection (B) (1) Ohio Revised Code, and does not create an additional building site nor violate any zoning regulation or other public regulation in the parcel hereby conveyed or the balance of the parcel retained by the grantor herein. The parcel hereby conveyed may not hereafter be conveyed separately from the grantee's adjoining parcel nor any structure erected thereon without the prior approval of the authority having approving jurisdiction of plats.

Recitation to be included in deeds for parcels over five acres claimed to be exempt and having an existing easement of access.

This conveyance is a transfer of more than five acres made in compliance with Section 711.001, Subsection (B) (1) Ohio Revised Code and does not involve any new streets or easements of access. Means of ingress and egress is provided in easement from _____ to _____, dated _____, recorded in O.R. _____, Page _____, Hamilton County Recorder's Office.

APPENDIX IV

CONSOLIDATION OF PARCELS:

I/WE, _____ , OWNER(S) OF THE TRACT OF LAND SHOWN ON THIS PLAT OF SURVEY, DEPOSE THAT THIS TRACT IS ENTERED AS TWO OR MORE ITEMS OR PARCELS ON THE HAMILTON COUNTY AUDITOR'S TAX LIST AND THE HAMILTON COUNTY AUDITOR'S TAX MAPS. I/WE HEREBY REQUEST THE HAMILTON COUNTY AUDITOR TO COMBINE SAID ITEMS OR PARCELS INTO ONE ENTRY ON THE HAMILTON COUNTY AUDITOR'S TAX LIST, AND ALSO TO REMOVE AND DELETE FROM THE HAMILTON COUNTY AUDITOR'S TAX MAPS THE LINES WHICH DIVIDE SAID PARCELS ON SAID TAX MAPS AND SHOW THE COURSES AND DISTANCES OF THIS SURVEY AS THE BOUNDARY OF THE COMBINED TRACTS OF LAND. IF THIS REQUEST IS GRANTED, I/WE AGREE TO DESCRIBE ANY PART OR ALL OF THE TRACT OF LAND SHOWN HEREON FOR FUTURE CONVEYANCING PURPOSES BY METES AND BOUNDS SO THAT SUCH DESCRIPTION SHALL BE AGREEABLE WITH THE SURVEY SHOWN HEREON. I/WE AGREE TO RECORD THIS SURVEY IN THE HAMILTON COUNTY RECORDER'S OFFICE.

I/WE ALSO CERTIFY THAT THERE ARE NO DELINQUENT TAXES AGAINST THE ABOVE DESCRIBED PROPERTY AND IT IS ALL IN ONE TAXING DISTRICT.

SIGNED:

_____

_____

STATE OF _____
BE IT REMEMBERED ON THIS _____ DAY OF _____ , 20____ A.D.
BEFORE ME A NOTARY PUBLIC IN AND FOR THE SAID STATE, PERSONALLY CAME,
_____ , WHO ACKNOWLEDGED THAT THEY DID SIGN THE FOREGOING PLAT OF SURVEY, AND THAT THE SAME IS THEIR FREE ACT AND DEED. IN TESTIMONY WHEREOF, I HAVE HEREUNTO SUBSCRIBED MY NAME AND AFFIXED MY NOTARIAL SEAL ON THIS DAY AND YEAR AFORESAID.

_____

NOTARY PUBLIC, STATE OF _____

MY COMMISSION EXPIRES _____

APPENDIX V

Examples of Acceptable Basis of Bearings Statement

- North Based on Bearings contained in R.L. Cert. No. 99999 and / or P.B. 99 – Pg. 99 – R.L.
- North Based on a Random Bearing System relative to Brentwood Village Sub. – P.B. 99 – Pg. 99 – R.O.
- Basis of Bearings = Brentwood Village Sub. – P.B. 99 – Pg. 99 – R.O. / R.L.
- North Based upon deed recorded in Official Record 9999 – Page 99 of the Hamilton County Recorder's Office.
- All Bearings are based on Astronomic North.
- Basis of Bearings is a Polaris observation as made on July 2, 1961 at corner No. 1.
- Basis of Bearings is a Sun observation as made on August 25, 1947 at corner No. 3.
- Basis of Bearings based upon NAD 83 – Ohio South Zone.

APPENDIX VI

CLOSURE:

```
    North:  11000.0000              East :  11000.0000
Line   Course:  N 86-32-27 W  Length:  433.60
          North:  11026.1622              East :  10567.1900
Line   Course:  N 03-30-00 W  Length:  68.14
          North:  11094.1751              East :  10563.0301
Line   Course:  N 50-10-00 E  Length:  17.07
          North:  11105.1094              East :  10576.1384
Line   Course:  N 76-04-00 E  Length:  149.29
          North:  11141.0574              East :  10721.0358
Line   Course:  N 50-04-00 E  Length:  42.53
          North:  11168.3572              East :  10753.6474
Curve   Length:  268.00                 Radius:  350.60
          Delta:  43-47-50              Tangent:  140.93
          Chord:  261.52                Course:  S 79-26-41 E
     Course In:  N 32-27-14 E      Course Out:  S 11-20-36 E
     RP   North:  11464.2017              East :  10941.7866
     End North:  11120.4503              East :  11010.7454
Line   Course:  S 05-05-56 W  Length:  120.93
          North:  10999.9988              East :  10999.9977

  Perimeter:  1099.56 FT.   Area:  50,310 SQ. FT.  1.15 ACRES

Mapcheck Closure - (Uses listed courses, radii, and deltas)
Error Closure:  0.0026                Course:  S 63-08-46 W
  Error North:  -0.00116                East :  -0.00230
Precision   1:  422,907.69
```