



VINTON COUNTY ENGINEER

100 E. MAIN ST.
McARTHUR, OH 45651
PHONE: (740)590-7014

VCE F-124193 Rev. 8/22

MAP ROOM SURVEY NO: _____ / _____	TOWNSHIP: _____	SEC: _____
ACREAGE: _____	GRANTOR: _____	

Requirements For New Metes and Bounds Descriptions and Plats of Survey.

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 Vinton County Engineer's Conveyance Standards, together with the Ohio Administrative Code #4733-37.

Attached are copies of the comments on the legal description and the plat of survey. Please revise (if necessary) and return the corrected documents. Any questions or comments please contact Aaron Conley at (740)790-7016.

Legal Description:

- | Yes | No | |
|-------|-------|--|
| _____ | _____ | Does the Situate denote the State, County, Township Number, Range, Section, Half Section, etc., and Township Name or Municipality as applicable?
Comments: _____ |
| _____ | _____ | Does the Situate contain the recorded deed / official record including the acreage of the original tract(s) and state if the description contains all or part of the original tracts (s)?
Comments: _____ |
| _____ | _____ | Does the Point of Beginning reference: a Section or Quarter Section Corner and/or a Lot Corner shown on a recorded and platted major subdivision with a found or set monument?
Comments: _____ |
| _____ | _____ | Is each course of metes and bounds description on a separate paragraph and all courses stated in a "clockwise" direction from the point of beginning to the point of termination?
Comments: _____ |

_____ _____ Is each course described with a bearing expressed in degrees, minutes and seconds and a distance expressed in U.S. feet to the nearest hundredths?
Comments: _____

_____ _____ Is the area of each tract(s) described denoted in acres to the nearest thousandths?
Comments: _____

_____ _____ Is the area of each tract(s) lying within more than one Section, Political Subdivision, Municipal Corporation, or Platted and Recorded major subdivision and state the acreage in each part to the nearest thousandths?
Comments: _____

_____ _____ Does the description contain any curve(s) and if so do they contain the radius, central angle, curve length, chord bearing, chord length and direction of the curve (right or left)?
Comments: _____

_____ _____ Is the area of each tract(s) lying within more than one existing tract and state the acreage in each part to the nearest thousandths, the total acreage of the new tract (s) to the nearest thousandths, and state in the situate if the new tract(s) contains all or part of the original tracts?
Comments: _____

_____ _____ Do all the monumentation denote size and material and whether they were found, set or previously set?
Comments: _____

_____ _____ Does the legal description have an official seal and signed and dated by a surveyor registered in the State of Ohio?
Comments: _____

_____ _____ Are the Basis of Bearings stated?
Comments: _____

_____ _____ Does the mathematical error in closure of all boundaries fall within the 0.02 feet total departure?
Comments: _____

_____ Does the legal description contain the Statement of Surveyor? (This description is based on an actual field survey performed by or under the direct supervision of (surveyor name), Registered Surveyor (#) in (date).)
Comments: _____

_____ Does all the above requirements match the plat of survey?
Comments: _____

Plat of Survey

Yes No

_____ Does the plat denote the State, County, Township Number, Range, Section, Half Section, etc., and Township Name or Municipality as applicable?
Comments: _____

_____ Does the plat contain the land owner, recorded deed / official record of all tracts including all adjoiners, the recorded area in acres and any Recorded Subdivisions along with their Plat Book and page numbers?
Comments: _____

_____ Does the Point of Beginning reference: a Section or Quarter Section Corner and/or a Lot Corner shown on a recorded and platted major subdivision with a found or set monument?
Comments: _____

_____ Is each course or line described with a bearing expressed in degrees, minutes and seconds and a distance expressed in U.S. feet to the nearest hundredths?
Comments: _____

_____ Does the plat denote the centerline of roads, section lines or quarter section lines and any other common line of reference along with their bearings and distances as applicable? (All rivers or streams shall also be mentioned)
Comments: _____

_____ Is the area of any new tract(s) stated in acres to the nearest thousandths?
Comments: _____

_____ _____ Is the area of each tract(s) lying within more than one Section, Political Subdivision, Municipal Corporation, or Platted and Recorded major subdivision and state the acreage in each part to the nearest thousandths?
Comments: _____

_____ _____ Does the description contain any curve(s) and if so do they contain the radius, central angle, curve length, chord bearing, chord length and direction of the curve (right or left)?
Comments: _____

_____ _____ Is the area of each tract(s) lying within more than one existing tract and state the acreage in each part to the nearest thousandths, the total acreage of the new tract (s) to the nearest thousandths, and state in the situation if the new tract(s) contains all or part of the original tracts?
Comments: _____

_____ _____ Do all the monumentation denote size and material and whether they were found, set or previously set?
Comments: _____

_____ _____ Does the legal description have an official seal and signed and dated by a surveyor registered in the State of Ohio?
Comments: _____

_____ _____ Are the Basis of Bearings stated?
Comments: _____

_____ _____ Does the mathematical error in closure of all boundaries fall within the 0.02 feet total departure?
Comments: _____

_____ _____ Does the plat cite pertinent documents and sources of data used? (i.e. subject and adjoining deeds, recorded plats, surrounding surveys, county tax maps, etc.)
Comments: _____

_____ _____ Is there a North arrow and scale bar shown?
Comments: _____

Reviewer: _____

Date: _____