



CHARLES R. ORTMAN, P.E., P.S.
Ross County Engineer

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**PLEASE REPLY WITH ANY INQUIRIES REGARDING CORRECTIONS/ADDITIONS TO THE
MAP OFFICE BY PHONE AT (740) 702-3136 OR EMAIL AT ROSSMAP@ROSSCOUNTYOHIO.GOV**

Date: _____

Grantor(s): _____

Grantee(s): _____

Parcel Number(s): _____

PREAPPROVALS

- Legal description/deed been preapproved
- Planning Commission approval
- Village/City Approval

LEGAL DESCRIPTION

- Copy of surveyor's legal attached as Exhibit A

REQUIRED INFORMATION (See ORC Sec. 319.20, Ross County Conveyance Standards)

- Volume and page number of prior record missing _____
- Volume and page number of prior record incorrect _____
- Prior deed reference not identified as Deed Record _____
- Prior deed reference not identified as Official Record _____
- Parcel number of property missing _____
- Parcel number of property incorrect _____
- Property address is missing _____
- Property address is incorrect _____
- Tax mailing address is missing _____
- Tax mailing address is incorrect _____
- Legal description is incorrect _____
- Legal description is missing _____
- Nature of interest being conveyed is not specified _____
- Nature of interest being conveyed cannot be determined _____
- Grantor/Grantee not identified properly by "AKA" _____

SPECIAL TRANSFERS (See ORC Sec 5302.17, 5302.22, 317.22, Ross County Conveyance Standards)

- Survivorship deed not accompanied by certificate or affidavit and certified copy of death certificate
- T. O.D./non-probate deed not accompanied by affidavit
- Corrective deed does not explain the corrective action being taken

OVER



OTHER TRANSFERS

Land contract (with new split legal)

New split put of record

Adjoining Parcel Restriction (newly created)

Grantee titled the same

NOTES:
