

PLEASE RETURN THIS FORM WITH EACH RESUBMITTAL

Ottawa County Engineer's Office

LDR NO. _____

E-Mail: OttawaCoEng@co.ottawa.oh.us
8247 W State Route 163, Oak Harbor, OH 43449
Phone: (419) 734-6777

REQUEST FOR LEGAL DESCRIPTION REVIEW

Name: _____ Company: _____
Phone: _____ E-Mail: _____
Authorized to pick up: _____

Submission Date: _____ Time: _____ () a.m. () p.m. Signed in By: _____
Fees: Description _____ Amount: _____
Date reviewed: _____ Time: _____ Action: _____ By: _____
Picked up By : _____ Date: _____

Date resubmitted: _____ Time: _____ () a.m. () p.m. Signed in By: _____
Fees: Description _____ Amount: _____
Date reviewed: _____ Time: _____ Action: _____ By: _____
Picked up By: _____ Date: _____

DESCRIPTION:

- _____ Existing legal of record Vol. _____ Page _____
- _____ New description
- _____ Administrative approval No. _____
- _____ Land contract
- _____ Resubmitting with corrections
- _____ Sheriff Sale / Foreclosure
- _____ Other describe: _____

Village/Township: _____
Subdivision: _____
Section/Lot: _____
Town/
Range/Sublot: _____
Acreage: _____
Piece ID: _____

IS THIS DESCRIPTION:

_____ An original _____ An exhibit _____ A copy for pre-approval

IS PLAT OF SURVEY INCLUDED? Y N

We will charge fees for any plat(s) that require(s) printing or a copy. Fees must be paid before we will release approved legal description(s).

Legal Description Review Checklist

4733-37-06.DESCRPTIONS (Amended for Ottawa County Reviews)

- _____ (A) (1) Sufficient caption so that the property can be adequately identified.
Comments: _____

- _____ (A) (2) A relationship between the property in question and clearly defined control station(s).
Comments: _____

- _____ (A) (3) The basis of the bearings.
Comments: _____

- _____ (A) (4) A citation to the public record of the appropriate prior deed(s).
Comments: _____

- _____ (A) (5) The surveyor's name, Ohio registration number and date of writing and/or survey.
Comments: _____

- _____ (B) (1) A description of the boundary monument used as the initial point of the description.
Comments: _____

- _____ (B) (2) (a) The intent in regards to adjoiners or other existing features.
Comments: _____

- _____ (B) (2) (b) The direction of the line relative to the direction of the basis of bearing.
Comments: _____

- _____ (B) (2) (c) The length of the line.
Comments: _____

- _____ (B) (2) (d) A description of the boundary monument (or reference monument) and whether found or set to identify the end of the particular line, and all other monumentation on line.
Comments: _____

- _____ (B) (2) (e) All curve data must contain the radius, central angle, length of curve, chord bearing, chord distance and direction of curve.
Comments: _____

- _____ (B) (2) (f) The reported boundary data shall meet the closure requirements of paragraph (C) of rule 4733-37-04 of the Administrative code.
Comments: _____

- _____ (B) (2) (g) The area of the parcel in acres.
Comments: _____

- _____ (C) Descriptions other than the metes and bounds form shall include sufficient and adequate legal and technical wording so that the property can be definitely located and defined.
Comments: _____

- _____ (D) A statement shall appear indicating that either: the description was made in accordance with a recent survey and the date thereof, or the description was based on a previous survey, of a certain date, by a certain surveyor, and date of description, or the description was not based on a survey.

GENERAL COMMENTS: _____

