

OFFICE OF THE MONTGOMERY COUNTY ENGINEER  
STANDARDS FOR PLATS OF SURVEYS,  
LEGAL DESCRIPTIONS, RECORD PLANS AND  
CONDOMINIUM PLANS  
EFFECTIVE: APRIL 1, 2017



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## Appendixes

- Checklist for Plats of Surveys & Legal Descriptions
- Checklist for Record Plans
- Checklist for Condominium Plans

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## DEFINITIONS

### **As used in these standards:**

**Condominium Plan** – Drawings that graphically show the boundaries, location, designation, length, width and height of each unit.

**Inactive Job** – A Plat of Survey, Record Plan or Condominium Plan that has been reviewed and returned but has not been re-submitted or had any written correspondence with the Montgomery County Engineer’s Office for 12 months.

**Legal Description** – A description recognized by law.

**M.C.E.O.** – Abbreviation for Montgomery County Engineer’s Office.

**M.C. Sub. Reg.** – Abbreviation for Montgomery County Subdivision Regulations.

**Metes and Bounds Legal Description** – A proper grouping of words that delineates a particular tract of land with the use of bearings, distances and references to natural or artificial monuments.

**Plat of Survey** – A diagram drawn to scale showing all essential data pertaining to the boundaries and subdivisions of a tract of land as determined by a survey.

**Record Plan** – A Drawing dividing or combining a tract of land into lots or a lot.

**Replat**- Changing the existing configuration of a lot or plat.

**“Wet” Signature** – The surveyor’s name written by him and not a reproducible facsimile.

## Electronic Data Submittal Program

The **Electronic Data Submittal Program** (EDS) is to provide the consultants a way to help cut cost in travel time, review time, supplies, gas, etc. The only trip your company will have to make to our office will be to submit the final hard copy, "wet" signed product. Final, signed documents will also be accepted from courier or mail delivery.

The Montgomery County Engineer's Office will accept Plats of Surveys, Legal Descriptions, Record Plans, and Condominium Plans for review by e-mail.

These documents will be logged in along with documents that are hand delivered to our office and assigned for review in the order they have arrived. The second, third, etc. reviews will take priority over starting a review of a new job.

### **Types of Software and Format**

**DRAWING(S):** The submittal should be in .dwf format, "monochrome color" or .pdf format

**LEGAL DESCRIPTION(S):** Use Microsoft Word documents (.doc) in the locked/read only with comments allowed in compatibility mode, or .pdf format

The following software will be needed to view the maps and legal descriptions(s) once they are returned.

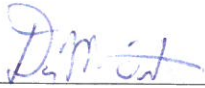
- For .dwf file format, it is a product called DWF Viewer/and or Design Review Viewer, available as a free download from the Autodesk website.
- For .PDF file format, it is Adobe Reader available as a free download from the Adobe website.
- For Microsoft Word, Version 2003 or newer documents.
- All submittals should be sent to **MCEOreview@mcoho.org** which is a centralized e-mail account that will be checked at various times of the day. The reviewed jobs will also be returned through this centralized account, for tracking purposes.

If you have any questions, need additional information, or would like to schedule a hands-on training session for the process, please contact us at (937) 225-4904.

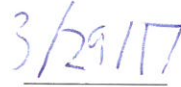
## Agreement for the Adoption of the Standards

Pursuant to the Ohio Revised Code 319.203 the Montgomery County Auditor, Karl L. Keith and the Montgomery County Engineer, Paul Gruner, P.E., P.S. do hereby agree to adopt the standards governing the conveyances of real property from the office of the Montgomery County Engineer titled "Standards for Plats of Surveys, Legal Descriptions, Record Plans and Condominium Plans", revised March 2017.

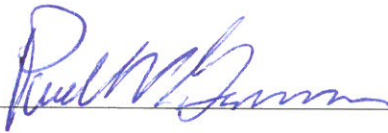
These standards are to become effective April 1, 2017.



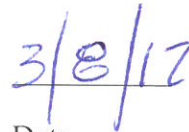
Karl L. Keith, Montgomery County Auditor



Date



Paul Gruner, P.E., P.S. Montgomery County Engineer



Date

## STANDARDS FOR PLATS OF SURVEYS AND LEGAL DESCRIPTIONS, RECORD PLANS AND CONDOMINIUM PLANS

- I. ADOPTION OF STANDARDS FOR PLATS OF SURVEYS, LEGAL DESCRIPTIONS, RECORD PLANS AND CONDOMINIUM PLANS.
  - A. All Plats of Surveys, Legal Descriptions, Record Plans and Condominiums Plans relating to the creation, establishment or retracement of property boundaries are deemed worthy of preservation and shall be recorded in the Office of the County Engineer pursuant to Ohio Revised Code Section 315.25. The Montgomery County Engineer's Office will not review the following:
    - Mortgage Surveys
    - A.L.T.A. Surveys
    - Utility Easements
    - Temporary Easements
    - Aerial Easements
    - Exclusive and Inclusive Easements for Condominium Plans
  - B. All Plats of Surveys, Legal Descriptions, Record Plans and Condominiums Plans submitted to the County Engineer shall contain a statement that the survey or Record Plans and Plat of Survey were performed in accordance with the requirements of the Ohio Administrative Code Section 4733-37 entitled Standards for Boundary Surveys. See page 5, section II (1) T for a suggested certification.
  - C. The review of Plats of Surveys, Legal Descriptions, Record Plans and Condominium Plans by the County Engineer shall include the tie of the survey to physical monumentation and closure of the area of the survey and other applicable components by the County Engineer. These may include, but are not limited to, requirements for the ease of review or for purposes of maintaining permanent records of Plats of Surveys, Legal Descriptions, Record Plans and Condominium Plans are found in Section II of this document. All other requirements of the Ohio Administrative Code Section 4733-37 Standards for Boundary Surveys are the responsibility of the Professional Surveyor. A copy the current Ohio Administrative Code can be obtained at [http://peps.ohio.gov/4733/4733\\_37.aspx](http://peps.ohio.gov/4733/4733_37.aspx).
  - D. Submittals that are "Inactive Jobs" will be required to be re-submitted as new jobs.

## II. REQUIREMENTS FOR APPROVAL

Whenever a Plat of Survey, Legal Description, Record Plan or Condominium Plan is submitted to the County Engineer for approval, the submission shall conform to the following requirements:

### 1. PLATS OF SURVEYS

- A. The final submittal of a Plat of Survey shall be in a form which will clearly reproduce on any copies (as small as half size) which may be made of the original drawing. *M.C.E.O.*
- B. The size of the Plat of Survey shall be a minimum of 18 inches by 24 inches and a maximum of 24 inches by 36 inches. A 2 inch by 2 inch blank area shall be located in the upper right-hand corner of plats of surveys to permit the County Engineer's Office to apply a standard record block. *M.C.E.O.*
- C. The scale shall be a standard engineer's scale not less than 1 inch = 200 feet. (Multiple sheets may be used if necessary. Match lines may be used.) There shall be a bar scale labeled with the words "Graphic Scale". (Scales such as 1" = 80', 1" = 120' and 1" = 250' will not be accepted.) *M.C.E.O.*
- D. Include in the title such information that the general location of the survey can be identified. The title shall include, but not be limited to: state, county, civil township or municipality, original land subdivision description and area(s) of the parcel(s) surveyed. ("M.Rs." for the surveys located between the Miami Rivers known as "Between the Miami Rivers" in the Original Ohio Land Subdivisions and "East" for the surveys located west of the Great Miami River known as "East of the 1<sup>st</sup> Meridian" in the Original Ohio Land Subdivisions.) *O.A.C. 4733-37-05 (C) (1)*
- E. When an intersecting street or road is not shown or located on the face of the drawing, then a Vicinity Map must be included on the drawing. *M.C.E.O.*
- F. The Plat of Survey shall indicate and label all section, half-section, quarter-section, county, township and municipal corporation lines. *O.A.C. 4733-37-05 (C) (6) (c)*

- G. State the area contained within the perimeter of the surveyed parcel (areas shall be shown to the nearest thousandth of an acre). In the event that the land being surveyed is divided by any of the foregoing lines mentioned in previous Section E, then the area on either side of the line or lines shall be indicated. *O.A.C. 4733-37-05 (C) (11)*
- H. The Plats of Surveys shall include the current names along with former road names (with the name change information if applicable), exact locations, dimensions and right-of-way widths of all streets, vacated streets (with vacation information) and railroads of record *within or abutting* the parcel being surveyed. *O.A.C. 4733-37-05 (C) (12)*
- I. Show a north arrow with a clear statement as to the basis of bearings identifying the line and its bearing. The source of the document of record used for the basis of the bearings shall appear on the face of the Plat of Survey. If the reference bearing used is established by "G.P.S." to a geodetic datum, add a clear statement of the measurement method, datum and the adjustment version of the datum, if applicable. The Basis of Bearing Statement shall be identical to the statement in the accompanying description. *O.A.C. 4733-37-05 (C) (2)*
- J. The parcel(s) being surveyed shall be shown with a solid line of heavier line weight so as to be distinguishable from the parcel line(s) and drawn to scale with bearings and distances shown adjacent to all lines. Existing parcel line(s) shall be shown with solid lighter line weight than the lines for the subject tract. M.C.E.O.
- K. Lettering height shall be 1/8 inch or larger and shall be reproducible and readable on any copies (as small as half size) which may be made of the original. M.C.E.O.
- L. The control station(s) or line(s) cited in the description and the relationship of the property to the control(s) shall be referenced to an established physically monumented point of beginning such as, but not limited to: centerline intersection of streets or highways of record, section or quarter section corners or platted lot corners. The type of monuments set or found at the control stations shall be noted. Clearly indicate and describe the relationship of all evidence or monumentation found used as the basis for setting or re-setting any control station(s) for establishing all controlling line(s). There shall be sufficient references, notations and/or descriptive information about the monumentation and/or evidence found and used as the basis of control station(s) and line(s) to enable a future surveyor to find the same

monumentation and evidence and reproduce the survey without using any of the set monuments. Clearly indicate the relationship of any other survey monuments found to the survey. *O.A.C. 4733-37-05 (C) (3)*

- M. Include a notation at each corner of the property stating that the boundary monument specified in the legal description was found or that a boundary monument was or will be set or a legend of symbols used to identify monumentation and describing the material and size of every monument found or set. *O.A.C. 4733-37-05 (C) (4)*
- N. The length and direction of each line shall be stated as follows:
1. Bearings expressed in degrees, minutes and seconds (when numerically expressed must have two digits for the degrees, minutes and seconds) and distances expressed in feet and decimal parts to the nearest hundredth on each course. (The length of the line is to be reported to the nearest hundredth of a foot, at "Ground" and not at "Grid".) When the difference between the reported course and the recorded course is larger than the Allowable Linear Error as defined in paragraph (B) of rule 4733-37-04 of the Administrative Code then the recorded information must be shown. *O.A.C. 4733-37-05 (C) (6) & (6) (a)*
  2. All curved lines shall indicate the direction of the curve, radius, central angle, curve length, chord bearing and chord distance. *O.A.C. 4733-37-05 (C) (6) (b)*
  3. Each course shall show other common lines such as centerlines of roads, rivers, streams, section lines, quarter section lines, half section lines or other pertinent common lines of record. *O.A.C. 4733-37-05 (C) (6) (c)*
- O. Label the Point of Commencements/Beginnings and/or True Point of Beginnings. M.C.E.O.
- P. Show the names of the current owner(s) of the subject tract within the boundary. Show the adjacent owners, deed references and areas of record within the boundaries of their tracts and any other documents used as sources of data. *O.A.C. 4733-37-05 (C)(7)*
- Q. All corners in a roadway shall be referenced by offset monuments. The preferred location of offset monuments shall be at the intersection of the property line and the existing right-of-way line. Other locations are acceptable



provided the monument is on a property line and the location dimensioned on the plat of survey. M.C.E.O.

- R. Contact information for the company or the surveyor performing the survey. M.C.E.O.
- S. When a survey is a split of a larger parcel, the entire parcel must be shown. (Break Lines are permitted.) M.C.E.O.
- T. Each plat of survey shall contain a statement similar to the following:

Certification: I certify that this boundary survey or plat of survey was prepared in accordance with Ohio Administrative Code Chapter 4733-37 Standards for Boundary Surveys. All monumentation is or will be set as shown.

\_\_\_\_\_  
Print surveyor's name and Ohio Registration Number  
below signature line

\_\_\_\_\_  
Date

The surveyor's "wet" signature and the date of the signature (in blue ink) and seal shall appear on the Plat of Survey. M.C.E.O.

## 2. METES AND BOUNDS LEGAL DESCRIPTIONS

- A. The final submission of legal descriptions shall be typed with a minimum font size of 10 and style that will be reproducible and readable on any copies (as small as half size) which may be made of the original. M.C.E.O.
- B. Sufficient caption so that the described property can be adequately identified. *O.A.C. 4733-37-06 (A)(1)*
- C. A citation to the appropriate present deed(s) of public record and where the public record is recorded. *O.A.C. 4733-37-06 (A)(4)*
- D. The control station(s) or line(s) cited in the description and the relationship of the described property to this control shall be referenced to an established physically monumented point of beginning such as, but not limited to: centerline intersection of streets or highways of record, section or quarter section corners or platted lot

corners. The type of monuments set or found at the control stations shall be noted. *O.A.C. 4733-37-06 (B) (2) (d)*

- E. The direction of the legal description shall be in a clockwise direction and the courses for the successive lines for the boundary of the subject tract shall identify the intent in regards to the adjoiners and/or other existing features either natural or man-made. The direction of the line relative to the basis of bearing shall be expressed in degrees, minutes and seconds. (when numerically expressed must have two digits for the degrees, minutes and seconds) The length of the line is to be reported to the nearest hundredth of a foot, at "Ground" and not at "Grid".  
*M.C.E.O.*
- F. All curved lines shall indicate the direction of the curve, radius, central angle, curve length, chord bearing and chord distance. *O.A.C. 4733-37-06 (B)(2) (e)*
- G. The monumentation (or witness monument) at the end of each line shall be described as to the size, material, condition, if found or set and any markings or cap stamping. (An abbreviated description may be used in the courses if a detailed description of the monumentation is made at the end of the description.)  
*O.A.C. 4733-37-06 (B)(2) (d)*
- H. The description shall meet the closure requirements of Ohio Administrative Code 4733-37-04 paragraph (C). *O.A.C. 4733-37-06 (B)(2) (f)*
- I. The area of the described tract shall be reported to the nearest thousandth of an acre. In the event that the land being surveyed is divided by any section, half-section, quarter-section, county, township and municipal corporation lines, then the area on either side of the line or lines shall be indicated. *M.C.E.O.*
- J. A Preparation Statement shall appear indicating the date of the survey that the description was prepared from, the name and the Ohio registration number of the surveyor preparing the description. *O.A.C. 4733-37-06 (A)(5) & O.A.C. 4733-37-06 (B)(3) (D)*
- K. The following statement shall be used for referencing the County Engineer's designation of the Plat of Survey as follows: "As recorded in the Montgomery County Engineer's Record of Land Surveys as Volume \_\_\_\_\_, Page\_\_\_\_\_."  
*M.C.E.O.*
- L. The Basis of Bearing Statement shall be a clear statement as to the basis of the bearings. If the reference bearing used is established by "G.P.S." to a geodetic datum, add a clear statement of the measurement method, datum and the adjustment version of the datum, if applicable. The Basis of Bearing Statement

shall be identical to the one on the corresponding Plat of Survey. *O.A.C. 4733-37-06 (A)(3)*

- M. The legal description shall be “wet” signed and date of signature in blue ink accompanied by the surveyor’s seal and printed name. M.C.E.O.

### 3. RECORD PLANS (Subdivisions)

- A. Record Plans shall conform to the Ohio Administrative Code 4733-37 and the Ohio Revised Code Chapter 711.
- B. Title (recommend centering at the top of the page) with the words “Record Plan” above it to delineate the type of instrument. The term “Replat” will not be allowed in the title as per Montgomery County Recorder’s Office
- C. Subtitle identifying pertinent data for general location of the land being subdivided. The subtitle shall include, but not limited to being a replat of consecutive lot numbers, or platted lot numbers and the name of plat and Recorded Plat Book and Page, followed by the Section, Town, and Range, City and or Township, Montgomery County, Ohio, followed by Total acreage of the land being subdivided. M.C. Sub. Reg. Section 405 A
- D. Show a north arrow with a clear statement as to the basis of the bearings. The source of the document of record used for the basis of the bearings shall appear on the face of the Record Plan. If the reference bearing used is established by “G.P.S.” to a geodetic datum, add a clear statement of the measurement method, datum and the adjustment version of the datum, if applicable. M.C. Sub. Reg. Section 405 A
- E. There shall be a bar scale labeled with the words “Graphic Scale” with the scale in written form to conform with O.A.C. 4733-37-05 (C) (9) in a standard engineer’s scale with a minimum of 1 inch = 100 feet for Record Plans. M.C. Sub. Reg. Section 404
- F. A “Vicinity Map” (no scale necessary) with the site clearly marked, and shall be large enough to be readable. M.C. Sub. Reg. Section 305-R
- G. The “Superimposed Area Map” (scale of the map is optional) shall show metes-and-bounds of the entire tract as conveyed. It shall show with a heavy line the portion being subdivided with the adjoining’s names and deed references. When the land being subdivided encompasses the dedicator’s entire tract the following

statement shall appear in lieu of the Superimposed Map: "All of the lands of the dedicator of such plat are drawn as shown hereon." O.R.C. 711.02 (B) & M.C. Sub. Reg. Section 404-Q

- H. Examples are available upon request for standard approval language of different governmental jurisdictions and standard Record Plan layouts.
- I. The "Description" statement shall state the same information as the Subtitle. Ownership shall state all owners names and all deed references of existing parcels that are included in the land being subdivided. Indicate the acreage of each parcel as recorded in deed and show the amount of acreage that is being taken by each parcel being subdivided. O.R.C. 711.06 M.C. Sub. Reg. Section 405-L
- J. The "Dedication" statement shall indicate what is to be dedicated and/or reserved within said land being subdivided (streets, alleys, easements, roads, etc.). Easements should not be dedicated, except in special cases. They should be **reserved** so that they can be replatted over without being vacated first. O.R.C. 711.06 M.C. Sub. Reg. Section 405-M
- K. Each Record Plan shall have a certification containing language similar to the following:

Certification: I certify that the boundary of this subdivision was prepared in accordance with Ohio Administrative Code Chapter 4733-37 and conforms to Ohio Revised Code Chapter 711. All monumentation is or will be set as shown.

\_\_\_\_\_  
Print Surveyor's name and Ohio Registration Number                      Date  
below signature line.

M.C. Sub. Reg. Section 406-B

- L. The "Owners Signature" block shall have one witness for each owner and/or lien holder signature. If the owner is a corporation or part of a corporation, those authorized to sign for the corporation, shall state their title within the corporation. O.R.C. 711.04
- M. The "Notary Public Statement" and seal (the Recorder's Office requires that the seal be legible and clear) shall accompany the owner(s) signature and Lien holder(s) signature. O.R.C. 711.04
- N. New lot numbers shall be consecutive numbers within said land being subdivided, or city consecutive lot numbers (if it applies). All lot numbers shall be underlined.

Sequential numbering of lots shall continue thru subsequent sections of the subdivision with same name. Example, Section One ends with Lot #24 then Section Two starts with Lot #25. O.R.C. 711.02 M.C. Sub. Reg. Section 404

- O. In the case of a replat, the original lot numbers and original lot lines shall be ghosted in with the original lot lines shown as solid lines. M.C.E.O.
- P. Show 4 permanent markers consisting of a minimum 4" dia. concrete monument with 5/8" iron pin and ID cap as called for in the Ohio Revised Code 711.03.
- Q. Bearings shall read in a clockwise direction. M.C. Sub. Reg. Section 405-C
- R. A red line shall be drawn around the entire boundary of the land being subdivided, (Recorder's requirement) and offset to the outside of the boundary.
- S. Sheet sizes and lettering sizes are the same as those defined in the Montgomery County Engineer's Plats of Surveys Standards and the final plans may be submitted on paper or Mylar in accordance with Montgomery County Planning Commission. M.C. Sub. Reg. Section 404
- T. Show the contact information of those who prepared the instrument. Recommend the wording "Prepared By" to accompany the contact information and/or logo. Required by Recorder's Office M.C. Sub. Reg. Section 405-B

#### 4. CONDOMINIUM PLANS

- A. Condominium documentation as of July 1<sup>st</sup> of 2004 shall conform to Ohio Revised Code 5311.01-27 with newly enacted revisions illustrated in H.B.135. Amendments to Condominium documentation recorded prior to July 1<sup>st</sup> of 2004 shall conform to Ohio Revised Code 5311.07.
- B. For Montgomery County Engineer's Office initial review submit the following:
  - 1 full size set of drawings. (Can be submitted electronically)
  - 1 set of Declarations and/or Bylaws.
- C. For Montgomery County Engineer's Office final review submit the following:
  - 1 full size set submitted on paper or Mylars in accordance with Montgomery County Planning Commission with "wet" original signatures.
  - 1 reduced set (after signatures) (Recorder's requirement) of the full size set, to match the paper size of Declarations and Bylaws.
  - 2 additional photo copies of signed Declarations and Bylaws.

- D. The Montgomery County Engineer's Office requires "Air Space Condominium Units" to be monumented with one permanent marker consisting of minimum 4" dia. concrete monument with 5/8" iron pin with ID cap identifying mean sea level elevation of monument. Such permanent marker shall be set at a prominent position.
- E. In a residential condominium, complete floor plan layout is required with adequate dimensions in all areas to calculate square footage.
- F. Commercial and retail condominium floor plans must show the boundary and Common Elements with dimensions clearly defined and adequate to calculate square footage.
- G. Identify mean sea level elevations on the Elevation Drawings of all finished floors and finished ceilings of the condominium units and all other buildings included in the Condominium Plan. Clear photos that are acceptable by the Montgomery County Engineer's Office are allowed with an additional profile cross section of wall detail showing the aforementioned elevations. Photos must show each side of the building(s) completely and clearly.
- H. When a Condominium Plan overlays an existing subdivision, all found boundary monumentation shall be shown.
- I. Sheet sizes and lettering sizes are the same as those defined in Plats of Surveys Standards.
- J. Show a north arrow with a clear statement as to the basis of the bearings. The source of the document of record used for the basis of the bearings shall appear on the face of the Condominium Plan. If the reference bearing used is established by "G.P.S." to a geodetic datum, add a clear statement of the measurement method, datum and the adjustment version of the datum, if applicable.
- K. There shall be a bar scale labeled with the words "Graphic Scale" with a standard engineer's scale with a minimum of 1 inch = 100 feet for Condominium Plans.
- L. A red line shall be drawn around the entire Condominium area, (Recorder's requirement) and offset to the outside of the boundary the condominium area.
- M. Certification statement shall conform to the language as specified in the Ohio Revised Code Section 5311.01-27 with newly enacted revisions illustrated in H.B.135 for engineers/architects and surveyors. The Montgomery County Engineer's Office requires signatures to be in blue ink.

- N. Condominium Plan examples are available upon request.
- O. A "Vicinity Map" (no scale necessary) with the site clearly marked, and shall be large enough to be readable.
- P. The "Superimposed Area Map" (scale of the map is optional) shall show metes-and-bounds of the entire tract as conveyed. It shall show with a heavy line the portion being subdivided with the adjoiners' names and deed references. When the land being subdivided encompasses the dedicator's entire tract the following statement shall appear in lieu of the Superimposed Map: "All of the lands of the dedicator of such plat are drawn as shown hereon." O.R.C. 711.02 (B) & M.C. Sub. Reg. Section 404-Q
- Q. House Bill 135 requires 100% of the unit owners and lienholders to sign for any changes or amendments to the condominium.
- R. Refer to Ohio Revised Code 5311.17 to remove a condominium from Condominium Status.



# Appendix Checklist for Plats of Surveys & Legal Descriptions

Paul W. Gruner, P.E., P.S.,  
Montgomery County Engineer

Tel: (937) 225-4904  
Fax: (937) 496-7441

Montgomery County  
Administration Building  
451 W. Third Street  
P.O. Box 972  
Dayton, Ohio 45422-1260

Date: x

To: x

x

x

x

Reviewed By: XXXXXXXX

Subject: Rx Survey Review Comments for Survey #XXXX-XXXX

**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 the Montgomery County Engineer's Standards for Plats of Surveys, Legal Descriptions, 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 and return the corrected documents along with the review comments. Any questions or comments please contact xxxxxxxxxxxx (937) xxxxxxxx.

**When re-submitting corrected surveys, unless the receptionist is notified that it is a re-submittal, it will be treated as a new job.**

## Plats of Surveys:

Yes No

\_\_\_ \_\_\_ Is the Plat of Survey able to be reproduced legibly on 1/2 size copies?  
Comments: \_\_\_\_\_

\_\_\_ \_\_\_ Is there a "wet" Surveyor's signature in blue ink and is the name printed with the Ohio Registration Number and the Surveyor's seal?  
Comments: \_\_\_\_\_



Yes No

\_\_\_ \_\_\_ Does the Plat of Survey meet the size parameters with a 2 inch by 2 inch area in the top right corner for the Montgomery County Engineer's Office to apply a standard record block?

Comments: \_\_\_\_\_

\_\_\_ \_\_\_ Is the scale in written form and graphic form on the Plat of Survey?

Comments: \_\_\_\_\_

\_\_\_ \_\_\_ Does the Plat of Survey have a title with sufficient information that the general location of the survey can be identified along with the acreage of the parcels surveyed?

Comments: \_\_\_\_\_

\_\_\_ \_\_\_ Are applicable section, half-section, quarter-section, county, township and municipal corporation lines shown and labeled?

Comments: \_\_\_\_\_

\_\_\_ \_\_\_ Are the deed and survey areas labeled within the perimeter of the parcel that it pertains to?

Comments: \_\_\_\_\_

\_\_\_ \_\_\_ Do the roads shown have the current names, right of way widths, former names, or vacations with reference to the official record that facilitated the change?

Comments: \_\_\_\_\_

\_\_\_ \_\_\_ Is there a North Arrow and a Basis of Bearing Statement?

Comments: \_\_\_\_\_

\_\_\_ \_\_\_ Does the surveyed parcel have the boundary lines shown with a heavier line weight so as to be distinguishable from the other lines? (Lot lines of a subdivision are to be light solid lines. Parcel Lines within platted lots are to be light dashed lines. Parcel lines in metes and bounds are to be solid light lines except old parcel lines within current parcels which should be light dashed lines.)

Comments: \_\_\_\_\_

\_\_\_ \_\_\_ Are all corners and control stations physically monumented? Is all the found monumentation located with respect to the current survey? Does the found monumentation match what is of record?

Comments: \_\_\_\_\_

\_\_\_ \_\_\_ Are there bearings, distances and/or curve data for each course and are common lines such as centerlines of roads, rivers, streams, section lines, quarter section lines or other pertinent common lines of record shown in relationship to the survey?

Comments: \_\_\_\_\_

Yes No

- \_\_\_ \_\_\_ Is the Point of Commencement/Beginning and /or True Point of Beginning labeled?  
Comments: \_\_\_\_\_
- \_\_\_ \_\_\_ Are the owner(s) names, deed references, areas, survey records (if applicable) and other documents used as sources of data shown within the boundaries of their tracts? Are the deed references in proper format? (Deed Book and Page, Deed Microfiches [D.M.F. 01-360A04 as example] and Instrument Records [I.R. Deed-07-012345 as example])  
Comments: \_\_\_\_\_
- \_\_\_ \_\_\_ Does the Certification contain a statement that the survey was prepared in accordance with the Ohio Administrative Code 4733-37 Standards for Boundary Surveys?  
Comments: \_\_\_\_\_

Additional Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Legal Descriptions:

Yes No

- \_\_\_ \_\_\_ Is the description readable if reproduced on 1/2 size copies?  
Comments: \_\_\_\_\_
- \_\_\_ \_\_\_ Is there a sufficient caption?  
Comment: \_\_\_\_\_
- \_\_\_ \_\_\_ Are the current deed(s) and the location where the public record is recorded described?  
Comment: \_\_\_\_\_
- \_\_\_ \_\_\_ Is the Point of Beginning a physically monumented point located at an accepted location? If the Point of Beginning is remotely located are the lead-in courses physically monumented where the directions change?  
Comment: \_\_\_\_\_

Yes No

- \_\_\_ \_\_\_ Is the direction of the description in a clockwise direction and with the intent in regards to the joiners and/or existing features identified?

Comment: \_\_\_\_\_

\_\_\_ \_\_\_ Is the monumentation at each corner described?

Comment: \_\_\_\_\_

\_\_\_ \_\_\_ Does the description meet closure requirements of the Ohio Administrative Code 4733-37-04 paragraph (C)?

\_\_\_ \_\_\_ Is the area of the described tract reported to the nearest thousandth of an acre?

Comment: \_\_\_\_\_

\_\_\_ \_\_\_ Is there a Preparation Statement with the date of the survey that the description was prepared along with the name and the Ohio Registration Number of the surveyor that prepared the description?

Comment: \_\_\_\_\_

\_\_\_ \_\_\_ Is there a statement describing that survey is recorded in the Montgomery County Engineer's Record of Land Surveys As Volume \_\_\_\_\_, Page \_\_\_\_\_?

\_\_\_ \_\_\_ Is there a Basis of Bearing Statement? (The statement must match the Plat of Survey statement.)

Comment: \_\_\_\_\_

\_\_\_ \_\_\_ Is there a "wet" surveyor's signature in blue ink and is the name printed with the Ohio Registration Number and the surveyor's seal?

Comments: \_\_\_\_\_

\_\_\_ \_\_\_ Is there room for approval stamps? (Montgomery County Engineer's stamp requires a 3 inch X 1-1/4 inch space.)

Additional Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PLEASE RESUBMIT YOUR REVISIONS TO  
MCEOREVIEW@MCOHIO.ORG  
ATTENTION (Name of Reviewer)



# Appendix

## Checklist for Record Plans

Paul W. Gruner, P.E., P.S.,  
Montgomery County Engineer

Montgomery County  
Administration Building

Tel: (937) 225-4904  
Fax: (937) 496-7441

451 W. Third Street  
P.O. Box 972  
Dayton, Ohio 45422-1260

**Date:** x

**To:** x

**Reviewed By:** XXXXXXXX

**Subject:** Rx Survey Review Comments for Record Plan # xxxx-xxxx

(Record Plan name)

**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 the Montgomery County Engineer's Standards for Plats of Surveys, Legal Descriptions, Record Plans and Condominium Plans along with the Ohio Administrative Code 4733-37 and Ohio Revised Code 711.01-40**

Attached are copies of the comments on the Record Plan. Please revise and return the corrected documents along with the review comments. Any questions or comments please contact Ron Fullmer (937) 225-4595.

**When re-submitting corrected Record Plans, unless the receptionist is notified that it is a re-submittal, it will be treated as a new job.**

Yes No

\_\_\_ \_\_\_ Is there a "Title" at the top of sheet being the largest and boldest lettering with the words (smaller) "Record Plan" above it to delineate the type of record?  
Comments: \_\_\_\_\_

\_\_\_ \_\_\_ Does the Record Plan have a "Subtitle" at top of sheet under the title with such information that the general location of the survey can be identified along with the acreage of the lot(s) surveyed?  
Comments: \_\_\_\_\_

\_\_\_ \_\_\_ Is there a North Arrow and a Basis of Bearing Statement?  
Comments: \_\_\_\_\_

Yes No

\_\_\_ \_\_\_ Is the scale in written form and graphic form on the Record Plan?  
Comments: \_\_\_\_\_

\_\_\_ \_\_\_ Is there a vicinity map present ?  
Comments: \_\_\_\_\_

\_\_\_ \_\_\_ Is there a Superimposed Area Map labeled within the perimeter of the parcel that it pertains to? If the entire parcel is encompassed by the Record Plan then the superimposed statement is used instead of map.  
Comments: \_\_\_\_\_

\_\_\_ \_\_\_ Are all municipality/county signature blocks present ?  
Comments: \_\_\_\_\_

\_\_\_ \_\_\_ Is the Description correct showing overall acreage, consecutive lot number/s (if applicable) and /or section, town, range, owner name/s (ownership table if needed) deed reference(s) acreage breakdown for each parcel, acreage table if needed, and the total overall acreage.  
Comments: \_\_\_\_\_

\_\_\_ \_\_\_ Is the Dedication correct showing street dedication language, and reserving of the easement(s)?  
Comments: \_\_\_\_\_

\_\_\_ \_\_\_ Is there a "wet" Surveyor's signature in blue ink and is the name printed with the Ohio Registration Number and the Surveyor's seal?  
Comments: \_\_\_\_\_

\_\_\_ \_\_\_ Are the owner(s)/lienholder(s) unified statement signature blocks present ?  
Comments: \_\_\_\_\_

\_\_\_ \_\_\_ Is there a Notary Public statement and seal present and are legible and clear?  
Comments: \_\_\_\_\_

\_\_\_ \_\_\_ New lot number(s) shall be consecutive within each record plan or City consecutive lot number(s) are assigned? Are they underlined?  
Comments: \_\_\_\_\_

\_\_\_ \_\_\_ Is this record plan a "Replat"? If so are the all the original lot number(s) and original lot line(s) ghosted in and are shown?  
Comments: \_\_\_\_\_

Yes No

\_\_\_ \_\_\_ Are all corners and control stations physically monumented? Is all the found monumentation located with respect to the current survey? Does the found monumentation match what is of record? Is there permanent monument(s) set per standards?

Comments: \_\_\_\_\_

\_\_\_ \_\_\_ Is there a red line around the entire area to be included in record plan?

Comments: \_\_\_\_\_

\_\_\_ \_\_\_ Does the Record Plan meet the size parameters? Note Final Submittal may be on paper or Mylar in accordance with Montgomery County Planning Commission..

Comments: \_\_\_\_\_

\_\_\_ \_\_\_ Is there a "Prepared by" statement, company logo if applicable with contact information present?

Comments: \_\_\_\_\_

\_\_\_ \_\_\_ Is Pertinent Information such as owner(s) names, deed references, areas, survey records (if applicable) and other documents used as sources of data shown within the boundaries of their tracts? Are the deed references in proper format? (Deed Book and Page, Deed Microfiches [D.M.F. 01-360A04 as example] and Instrument Records [I.R. Deed-07-012345 as example])

Comments: \_\_\_\_\_

\_\_\_ \_\_\_ Is there a legend?

Comments: \_\_\_\_\_

\_\_\_ \_\_\_ Is there an occupation statement?

Comments: \_\_\_\_\_

\_\_\_ \_\_\_ Do the roads shown have the current names, right of way widths, former names, or vacations with reference to the official record that facilitated the change?

Comments: \_\_\_\_\_

\_\_\_ \_\_\_ Are applicable section, half-section, quarter-section, county, township and municipal corporation lines shown and labeled?

Comments: \_\_\_\_\_

\_\_\_ \_\_\_ Is the Record Plan able to be reproduced legibly on 1/2 size copies?

Comments: \_\_\_\_\_

Yes No

\_\_\_ \_\_\_ Are there bearings, distances and/or curve data (table if needed) for each course in a clockwise direction and are common lines such as centerlines of roads, rivers, streams, section lines, quarter section lines or other pertinent common lines of record shown in relationship to the record plan?

Comments: \_\_\_\_\_

\_\_\_ \_\_\_ Are the Record Plan boundary lines shown with a heavier line weight so as to be distinguishable from the lot lines? (Parcel Lines within platted lots are to be light dashed lines. Parcel lines in metes and bounds are to be solid light lines except old parcel lines within current parcels which should be light dashed lines.)

Comments: \_\_\_\_\_

\_\_\_ \_\_\_ Are the Protective Covenants shown on the record plan, or does it have a blank statement that is to be filled in, or other arrangements of prior recording?

Comments: \_\_\_\_\_

\_\_\_ \_\_\_ Is the Developer's name and information present?

Comments: \_\_\_\_\_

Additional Comments:

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PLEASE RESUBMIT YOUR REVISIONS TO **MCEOREVIEW@mcOhio.org**  
ATTENTION (Name of Reviewer)



# Appendix Checklist for Condominium Plans

Paul W. Gruner, P.E., P.S.,  
Montgomery County Engineer

Tel: (937) 225-4904  
Fax: (937) 496-7441

Montgomery County  
Administration Building  
451 W. Third Street  
P.O. Box 972  
Dayton, Ohio 45422-1260

Date: x

To: x

Reviewed By: XXXXXXXX

Subject: Rx Survey Review Comments for Condominium Plan # xxxx-xxxx

(Condominium Plan name)

**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 the Montgomery County Engineer's Standards for Plats of Surveys, Legal Descriptions, Record Plans and Condominium Plans along with the Ohio Revised Code 711.01-40 and Ohio Revised Code 5311.07-27 with newly enacted revisions illustrated in H.B.135**

Attached are copies of the comments on the Condominium Plan. Please revise and return the corrected documents along with the review comments. Any questions or comments please contact Ron Fullmer (937) 225-4595.

**When re-submitting corrected Condominium Plans, unless the receptionist is notified that it is a re-submittal, it will be treated as a new job.**

Yes No

\_\_\_ \_\_\_ Is there a "Title" at the top of sheet being the largest and boldest lettering with the words(smaller) "Condominium Plan" above it to delineate the type of record?  
Comments: \_\_\_\_\_

\_\_\_ \_\_\_ Does the Condominium Plan have a "Subtitle" at top of sheet under the title with information that the general location of the survey can be identified along with the acreage of the phase surveyed?  
Comments: \_\_\_\_\_



Yes No

\_\_\_ \_\_\_ Is there a North Arrow on all views?  
Comments: \_\_\_\_\_

\_\_\_ \_\_\_ Is the scale in written form and graphic form on the views of the Condominium Plan?  
Comments: \_\_\_\_\_

\_\_\_ \_\_\_ Is there a vicinity map present ?  
Comments: \_\_\_\_\_

\_\_\_ \_\_\_ Is there a Superimposed Area Map labeled within the perimeter of the parcel that it pertains to? If the entire parcel is encompassed by the Condominium Plan then the superimposed statement is used instead of a map.  
Comments: \_\_\_\_\_

\_\_\_ \_\_\_ Are the county signature blocks present ?  
Comments: \_\_\_\_\_

\_\_\_ \_\_\_ Is the Description Statement correct showing overall acreage, consecutive lot number(s) (if applicable) and or section, town, range, owner name/s deed reference/s, and total overall acreage?  
Comments: \_\_\_\_\_

\_\_\_ \_\_\_ Are the easements Dedicated or reserved by prior Record Plans or deeds?  
Comments: \_\_\_\_\_

\_\_\_ \_\_\_ Is there a Certification for the Surveyor in accordance O.R.C.5311 with newly enacted revisions illustrated in HB135 along with "wet" signature in blue ink and is the name printed with the Ohio Registration Number and the Surveyor's seal?  
Comments: \_\_\_\_\_

\_\_\_ \_\_\_ Is there a Certification for the Engineer/Architect in accordance O.R.C.5311 with newly enacted revisions illustrated in HB135 along with "wet" signature in blue ink and is the name printed with the Ohio Registration Number and the Engineer/Architect seal?  
Comments: \_\_\_\_\_

\_\_\_ \_\_\_ Are the owner(s)/leinholder(s) unified statement signature blocks present ?  
Comments: \_\_\_\_\_

\_\_\_ \_\_\_ Is there a Notary Public statement and seal present and are legible and clear ?  
Comments: \_\_\_\_\_

\_\_\_ \_\_\_ All units must be numbered. Are they underlined?  
Comments: \_\_\_\_\_

Yes No

\_\_\_ \_\_\_ Is this condominium plan an "Amendment" ? If so are the all the original unit number(s) and original unit line(s) ghosted in and shown along with underlying recorded plat data?

Comments: \_\_\_\_\_

\_\_\_ \_\_\_ Is the Developer's name and information present?

Comments: \_\_\_\_\_

\_\_\_ \_\_\_ Is there a red line around the entire area to be included in Condominium Plan?

Comments: \_\_\_\_\_

\_\_\_ \_\_\_ Is there a "Prepared by" statement, company logo if applicable with contact information present?

Comments: \_\_\_\_\_

\_\_\_ \_\_\_ Is Pertinent Information such as, owner(s) names, deed references, areas, survey records (if applicable) and other documents used as sources of data shown within the boundaries of their tracts? Are the deed references in proper format? (Deed Book and Page, Deed Microfiches [D.M.F. 01-360A04 as example] and Instrument Records [I.R. Deed-07-012345 as example])

Comments: \_\_\_\_\_

\_\_\_ \_\_\_ Is there a legend? (Including Common Elements and Limited Common Elements).

Comments: \_\_\_\_\_

\_\_\_ \_\_\_ Are applicable section, half-section, quarter-section, county, township and municipal corporation lines shown and labeled?

Comments: \_\_\_\_\_

\_\_\_ \_\_\_ Are there bearings, distances and/or curve data (table if needed) for each course in a clockwise direction, and are common lines such as centerlines of roads, rivers, streams, section lines, quarter section lines or other pertinent common lines of record shown in relationship to the record plan?

Comments: \_\_\_\_\_

\_\_\_ \_\_\_ Are the Condominium Plan boundary lines shown with a heavier line weight so as to be distinguishable from the lot lines? (Parcel Lines within platted lots are to be light dashed lines. Parcel lines in metes and bounds are to be solid light lines except old parcel lines within current parcels which should be light dashed lines.)

Comments: \_\_\_\_\_

Yes No

\_\_\_ \_\_\_ Are the Protective Covenants shown on the plan, or has a blank statement to be filled in, or other arrangements of prior recording?

Comments: \_\_\_\_\_

\_\_\_ \_\_\_ Are all profiles shown with proper elevations? If photos were used, is there a cross section present? Are the elevations based on mean sea level?

Comments: \_\_\_\_\_

\_\_\_ \_\_\_ When a Condominium Plan overlays an existing Record Plan all found boundary monumentation shall be shown.

Comments: \_\_\_\_\_

\_\_\_ \_\_\_ Does the Condominium Plan meet the size parameters? Note: Final Submittal must have 1 full size set submitted on paper or of mylar(s) in accordance with Montgomery County Planning Commission "wet" signed and 1 original Declaration/Bylaws with reduced plans "wet" signed and 2 photocopies of Declaration/Bylaws.

Comments: \_\_\_\_\_

Additional Comments:

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PLEASE RESUBMIT YOUR REVISIONS TO **MCEOREVIEW@mcoho.org**  
ATTENTION (Name of Reviewer)