

**REAL ESTATE CONVEYANCE STANDARDS**  
**FOR**  
**COSHOCTON COUNTY, OHIO**

In addition to the standard items required for all real estate descriptions, such as Grantor, Grantee and their mailing address, prior deed reference, etc., the County Engineer and County Auditor have established the following requirements:

- 1) All descriptions shall include the acreage to be conveyed.
- 2) All descriptions shall include the Auditor's parcel number.
- 3) Except as otherwise provided herein, all tracts or parcels of land shall be described by metes and bounds and shall be referenced to a known or established point or monument, such as a corner of a township, quarter township, section, quarter section, quarter-quarter section or lot. It shall be so noted in the description as to what type of monumentation it is, if any. Bearings and distances shall be known in all instances. All tie lines must follow established lines.

Metes and bounds descriptions of all tracts or parcels shall close within a mathematical tolerance as delineated in the State Minimum Standards for Boundary Surveys.

Existing descriptions on record prior to May, 1980 shall be approved with a closure of 1:2500 provided the rest of the information in the description is correct.

Surveys performed prior to May, 1980, but never incorporated into a recorded description, must be brought up to current State Minimum Standards before they will be approved.

- 4) When a lot in a duly recorded subdivision is conveyed, the correct lot number and the name of the subdivision and its plat book and page shall appear in the deed. For any re-numbered lot, the original lot number is also required.
- 5) Descriptions of township lots in the original survey of the county shall contain the correct lot number and the quarter township designation.

If the existing description describes less than a lot, the generally accepted terms designating a portion less than a lot may be used, i.e., the E  $\frac{1}{2}$ , S  $\frac{1}{2}$ , W  $\frac{1}{2}$  or N  $\frac{1}{2}$  of such lot will be accepted.

Portions of such lots described as being a given number of acres, or a given number of feet, off an end or any side of such lot will be accepted.

- 6) Descriptions of sections, or parts thereof, in the original survey of the county shall contain the correct section number.

If an existing description describes less than a section, the generally accepted terms designating a portion less than a section may be used, i.e., “NW  $\frac{1}{4}$  of SEC 10”; or the “SW  $\frac{1}{4}$  of the NW  $\frac{1}{4}$  of SEC 10”; or the E  $\frac{1}{2}$  of the NW  $\frac{1}{4}$  of SEC 10”, etc.

Portions of sections, quarter sections, or quarter-quarter sections, described as being a given number of acres, or a given distance off an end or side of such section, quarter section, or quarter-quarter section will be accepted.

- 7) The description of a portion of a lot in a recorded subdivision shall be by metes and bounds with reference to a verified fixed monument within the subdivision.

However, nothing in this item shall be construed to prohibit the use of generally accepted phrases in existing descriptions, such as, “the East half of Lot 1,” or “50 feet off

the entire West side of Lot 1,” etc., provided that the lot described contains angles or bearings on the recorded plat.

- 8) The sufficiency of existing descriptions purporting to convey a given number of acres, or a given distance, off a side shall be determined by the provisions of Chapter 4 of the book, Writing Legal Descriptions, by Gurden H. Wattles, a copy of which is on file in the County Engineer’s Office.
- 9) Descriptions purporting to convey a parcel in an unrecorded subdivision must be described by metes and bounds.
- 10) All descriptions of out-lots, or parts thereof, shall be by metes and bounds referenced to a known or established point or monument with bearings and distances shown.
- 11) Generally accepted phrases such as, “parallel with,” “perpendicular to,” “at right angles to,” “along the prolongation of,” etc., may be used in lieu of quarter section, quarter-quarter section, township lot, recorded subdivision, or a recorded subdivision lot or street line.
- 12) Section 315.251 of the ORC states, “A boundary survey shall be made whenever the land to be conveyed is only a part of the grantor’s land or the legal description is different from the legal description in the most recent conveyance of all or part of that land.” These surveys must be submitted to the County Engineer for review.
- 13) In all cases of new surveys where the tract or parcel lies in more than one township, quarter township, section, quarter section, township lot, platted lot, or both inside and outside of a municipality, the area in each shall be

designated. If the new parcel created is from more than one existing parcel, the area in each parcel number shall be designated.

- 14) When there is an exception to a tract or parcel of land, the exception shall recite the names of the grantor and grantee, the total area excepted and the volume and page of such exception as recorded in the Recorder's Office.
- 15) No new surveys shall contain any exceptions.
- 16) All new descriptions shall describe the intent of the description, be it all of the property, a part of the property, or the remainder of the property.
- 17) All new descriptions shall indicate from which tract, as set out in the description contained in the last deed reference, the new parcel is being conveyed.
- 18) When a description is prepared by a surveyor, a plat of the survey on 8 ½" by 14" paper shall be submitted with the deed and recorded. Where the size of the plat makes it impractical to reduce the plat for recording, a note shall be added to the description that the plat is on file in the County Engineer's survey files.
- 19) Since a Certificate of Transfer of Real Estate and an affidavit for Transfer of Real Estate are not forms of conveyance but simply recorded evidence of transfers of title to real estate which have already taken place as a matter of law, the following instruments shall not be governed by these standards:
  - a. Certificate for Transfer of Real Estate
  - b. Affidavit for Transfer of Real Estate

- c. Provided, however, nothing herein shall prohibit any individual from requesting an opinion from the County Engineer as to the sufficiency of the description contained in the instruments set forth above.

20) Additionally, the following instruments shall not be governed by these standards:

- a. Conveyance of an interest in the real estate described in the certificate or affidavit, as set forth in 19) a. and b. above, by an owner in either of said instruments to another such owner.
- b. All court-ordered conveyances resulting from orders of Federal Court, Bankruptcy Court, and Court of Common Pleas including, but not limited to, deeds upon foreclosure, execution, partition and by a trustee in bankruptcy.
- c. Provided, however, that each instrument of conveyance mentioned in this section must be presented to the County Engineer prior to transfer. If the description in such instrument of conveyance does not meet these standards, the instrument of conveyance shall contain an explanation of why it is exempt from these standards.

21) All corrective deeds shall explain the corrective action being taken in the deed.

22) The County Engineer shall determine the sufficiency of any plat submitted for record or transfer. Such plat shall conform to the requirements of the provisions of Chapter 711 of the Revised Code of Ohio and be approved by the County Engineer before a plat is transferred on the Auditor's tax duplicate or recorded.